

**Sick Leave Application Template**

[Your Name]  
[Your Job Title]  
[Your Department]  
[Company Name]  
[Date]

**To,**  
[Manager's Name]  
[Manager's Job Title]  
[Company Name]

**Subject: Sick Leave Application**

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you that I am feeling unwell and will not be able to come to work on [insert date(s)]. I have been experiencing [briefly explain symptoms or illness, e.g., fever, flu, headache], and I have consulted with my doctor, who has advised me to take rest for [mention number of days] days.

I kindly request you to grant me sick leave for the mentioned period. I will ensure to keep you updated regarding my health condition and will submit a medical certificate if required.

Thank you for understanding, and I hope to recover soon and resume work promptly.

Sincerely,  
**[Your Full Name]**  
[Your Contact Information]