

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]