

Employee Illness Leave Validation Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Illness Leave Validation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request validation for my recent illness leave taken from [Start Date] to [End Date]. Due to my medical condition, I was unable to perform my duties during this period.

Attached to this letter, you will find the medical certificate from my healthcare provider confirming my illness and the necessity for time off. I appreciate your understanding regarding this matter.

Please let me know if you require any additional information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]