

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We have received your request for sick leave starting from [start date] to [end date]. Your absence has been noted, and we acknowledge your need to take this leave to focus on your health.

Please ensure to submit any required medical documentation upon your return. We wish you a speedy recovery and look forward to your return.

If you have any questions or require further assistance during your leave, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]