

Sick Leave Notification

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]

To: [Supervisor's Name]

[Supervisor's Job Title]

[Facility/Organization Name]

Dear [Supervisor's Name],

I am writing to formally notify you that I am unable to attend work due to illness. I first began experiencing symptoms on [insert date symptoms began], and after consulting with my healthcare provider, it has been advised that I take a sick leave for [number of days] starting from [start date] to [end date].

I understand the importance of my role and will ensure a smooth transition of my responsibilities during my absence. If necessary, I am happy to assist in any way possible to cover my duties.

Thank you for your understanding.

Sincerely,

[Your Name]