

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you that I am unable to attend work due to illness. I began feeling unwell on [start date] and, upon consulting with my doctor, have been advised to take some time off to recover.

I anticipate returning to work on [expected return date], but I will keep you updated should my situation change. In my absence, I have ensured that [colleague's name] is briefed on my current projects to assist you and the team during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]