Sick Leave Notification

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to inform you that I am unable to attend work due to illness. I started feeling unwell and believe it is best for my health and for the wellbeing of my colleagues to take some time off to recover.

I anticipate returning to work on [insert return date]. I will keep you updated on my progress and notify you if there are any changes to my return date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]