

# Sick Leave Notification

Date: [Insert Date]

To: [Supervisor's Name]

Department: [Department Name]

From: [Employee's Name]

Position: [Employee's Position]

Dear [Supervisor's Name],

I am writing to formally notify you that I am unable to attend work due to illness. I have been experiencing [brief description of illness, e.g., "severe flu symptoms"] and will need to take sick leave starting from [start date] to [end date].

I will ensure that any urgent matters are delegated or managed in my absence. Please let me know if there is anything specific that needs immediate attention.

Thank you for your understanding.

Sincerely,

[Employee's Name]

[Employee's Contact Information]