

Subject: Sick Leave Notification

Dear [Manager's Name],

I am writing to inform you that I am feeling unwell and will not be able to come to work for the next few days. I have consulted with my doctor and have been advised to take rest to ensure a quick recovery.

I anticipate being away from the office from [start date] to [end date]. I will ensure that my responsibilities are delegated to [Colleague's Name] during my absence, and I will check my emails periodically to address any urgent issues.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]