

Subject: Clarification on Sick Leave Policy

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the company's sick leave policy. I want to ensure that I fully understand the guidelines and procedures in place for taking sick leave.

Specifically, I would like to inquire about the following points:

- The process for reporting sick leave.
- The duration of sick leave allowed and any documentation required.
- How sick leave affects my pay and whether it is paid or unpaid.

Understanding these aspects will help me adhere to the policies effectively and manage my responsibilities responsibly. I appreciate your assistance in this matter.

Thank you for your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]