

Subject: Sick Leave Update

Dear Team,

I hope this message finds you well. I wanted to inform you that I am currently on sick leave due to [brief reason if comfortable, e.g., a health issue]. As a result, I will be unavailable for work until [expected return date].

During my absence, please feel free to reach out to [Colleague's Name] for any urgent matters related to my projects. I appreciate your understanding and support during this time.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]