

# Sample Emergency Sick Leave Email

**To:** hr\_manager@business.com

**From:** name\_of\_employee@business.com

**Cc:** direct\_supervisor@business.com

Dear Name of Employer:

This email is to inform you that I need to take emergency sick leave starting today. My daughter just called me to inform me that my wife collapsed in the grocery store and has been taken to Name of Hospital. I need to go to the hospital as soon as possible. I don't as yet know if she is seriously ill, and will inform you as soon as I can.

I plan to return to work the day after tomorrow on DATE because I need a day to arrange for someone to come live in our home for a few days until my wife is discharged from the hospital.

I have informed my colleagues of my situation and am assured that my work will not suffer during this time. I can be reached at Phone Number at any time if you have any questions or would like more information. I can also be reached at Email Address.

Thank you for your consideration at this unsettling time. I look forward to receiving a positive response.

Sincerely,

Name of Employee

List of Attachments

## Example of Sick Leave Email

A leave application sample for sick leave is given in this section in order to give a better idea to the readers.

Sub: Application for sick leave

Glenn Nadal  
Security Officer  
NTC Oman

Mickey Stratus  
HR Officer  
NTC Oman

Dear Ms. Stratus,

I am writing this application to inform you regarding my illness. I am having a severe headache and throat infection since last night. The doctor has advised me to take complete rest for four days, i.e. January 30, 2018 to February 02, 2018. The medical certificate is enclosed with the letter to confirm that I need break from work to recover properly.

I will try my best to check my account occasionally for important mails and continue doing some official work from home till returning back to office. On joining the office, I am determined to catch up the work being missed during leave.

Please let me know if any further clarification is needed in this regard. I am available 24/7 on my cell phone or with my email. Please feel free to contact me in case of any emergency. Looking forward to your prompt response on this matter.

Yours faithfully,  
Glenn Nadal

## **Sick Leave Email Application for School Teacher**

Date...

The Principal,

Institute Name...

Institute Address...

***Sub: Leave Letter due to pain in the stomach***

Respected Principal,

With due respect, it is stated that I am (name), working in your school as (Job position) of the (section/Class name). Unfortunately, I need to write this letter to intimate you that I am having pain in my stomach for two days. When inspected, it was found to be a stomach ulcer. The doctor has advised to take rest along with other precautionary measures. (show your actual cause)

On account of the stated reason, I need to fill my leave for two days starting from (date) to onward. I assure you that as soon as I will feel better, I will get back to the job and will complete my leftover tasks afterward.

I want you to grant my leave request and arrange some fixtures for the days stated. I'd like to thank the staff and the management to be so co-operative. Looking forward to your positive hearing and considerations.

Thanking you,

Name....

Job Designation...

Contact no...

Email....

# Sample Sick Leave Email

**Subject: Request for one month sick leave**

Dear (Name of Manager or Person in HR)

Thank you for giving me an opportunity to work with your great team and company! In the last week I have not been feeling well! I have been to the doctors and I am told that I have to go through several tests!

As a result of the numerous tests that I have to take I would like to request for a sick leave of one month starting from Monday May 25th. Should my request be granted I hope to return to work on 25th of June 2015.

I have made arrangements with Mr Jones to handle the files and clients that I am currently work on

I have attached a photo of my doctor's report for the records,

Yours faithfully

Elise Malot  
Design Assistant  
1-989-333-3333

# Sick Leave Email

Subject: Sick Leave Request - [Your Name] - [Date or Date Range]

Dear [Supervisor's or Manager's First Name],

I hope this email finds you well. Unfortunately, I am writing to inform you that I am not feeling well and am unable to perform my duties effectively today. As a result, I would like to request sick leave for [Date or Date Range]. I believe it would be in my best interest and the team's to take a day to recover, ensuring that I can return to work in good health and provide my best efforts.

During my absence, I will make sure to delegate my immediate tasks and responsibilities to [Colleague's Name] to ensure there is no disruption to the ongoing projects. Additionally, I will check my email periodically in case any urgent matters arise that require my attention. However, please understand that my response time may be delayed due to my current health condition.

I will keep you updated on my recovery progress and, if necessary, seek medical attention to ensure a swift return to work. If my condition improves earlier than anticipated or if I require an extension on my sick leave, I will inform you as soon as possible.

Thank you for your understanding, and please do not hesitate to contact me if you have any concerns or require further information.

Best regards,

[Your Full Name]

[Your Job Title]

[Your Email Address]

[Your Phone Number]

# REQUEST FOR LEAVE OF ABSENCE

\_\_\_\_\_ (date)

\_\_\_\_\_ (recipient name)

\_\_\_\_\_ (company name)

\_\_\_\_\_ (company address)

Dear [ ] Mr. [ ] Ms. \_\_\_\_\_ (recipient name),

I am writing to formally inform you that I will need to be absent from work for a period of time. Therefore, please **accept this letter as a formal request for a leave of absence.**

I am requesting a leave of \_\_\_\_\_ (length of leave). The leave shall begin on \_\_\_\_\_ (start date) and end on \_\_\_\_\_ (end date). I plan to return to work on \_\_\_\_\_ (date).

The reason for my requested absence is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (e.g. medical, personal, academic, etc.).

During my absence, I will be available to assist with any work-related questions. I can be reached at the following [ ] email: \_\_\_\_\_ (email address) and / or [ ] phone number: \_\_\_\_\_ (phone number).

Please let me know if you have any questions or need further information.

Thank you very much for your consideration.

Sincerely,

\_\_\_\_\_ (name)

\_\_\_\_\_ (title)

## Other considerations when writing a sick leave email

When writing your sick leave email, you should consider the person to whom the email will be sent and the culture of your office. In some organizations most communications are informal. In such organizations you would need to write a less formal email. In place of the format above, you may choose to use the following format.

*Dear Jack Doe,*

*I am sorry that my health is failing me at this time. I would like to take one month off work to deal with health issues that have been troubling me lately. My doctor has advised me to take at least 30 days off, to take some tests and rest my back..... (add the date you hope to start and when you plan to return to work)...*

This is a semi formal email. It should be addressed to the appropriate person in the organization. You may choose to copy the human resource department if your organization has one. In any case, ensure that your immediate boss gets a copy.

As you write your sick leave email, it is good to remember that the company must continue to function in your absence. This is why it is very professional to indicate in your email how you propose to make sure that things run smoothly in your absence. It is obvious that your employer still has the final say on how things will run in your absence, however you would have made it clear that you take the success of the business seriously.

Here is a line you may include

*Ms. Jane Lowes has graciously offered to take up my workload and prepare my reports for the week. Should you prefer to hand my workload to another employee please feel free to do so.*



## Sick Leave Email Application for School Teacher

Date...

The Principal,

Institute Name...

Institute Address...

***Sub: Leave Letter due to pain in the stomach***

Respected Principal,

With due respect, it is stated that I am (name), working in your school as (Job position) of the (section/Class name). Unfortunately, I need to write this letter to intimate you that I am having pain in my stomach for two days. When inspected, it was found to be a stomach ulcer. The doctor has advised to take rest along with other precautionary measures. (show your actual cause)

On account of the stated reason, I need to fill my leave for two days starting from (date) to onward. I assure you that as soon as I will feel better, I will get back to the job and will complete my leftover tasks afterward.

I want you to grant my leave request and arrange some fixtures for the days stated. I'd like to thank the staff and the management to be so co-operative. Looking forward to your positive hearing and considerations.

Thanking you,

Name....

Job Designation...

Contact no...

Email....





# Medical Leave from Office Email

The Managing Director,  
I-Cam Photographers Co.  
Lahore

## **Subject: 2 days Medical Leave**

Dear Sir,

It is to inform you that due to the weather changes I have caught a bad flu and a sore throat. I have severe body aches and need rest for 2 days to recover completely. I request you to kindly sanction me leave from 1<sup>st</sup> August, 2017 to 2<sup>nd</sup> August, 2017. I've completed the tasks till today and have passed on instructions to my assistant. He will look after the office work in my absence.

Thank you.  
Regards,

Ahmed Sohail.

Senior Photo Editor.



## Sick Day Email Sample

### Re: Sick Leave

Dear Ms. Nicola:

I am writing to inform you that I will not come to work today as I am feeling unwell since I came back home from work yesterday.

In fact, I had had a high fever and a heavy head at work all day yesterday. Additionally, a quick trip to the ER last night confirmed that I had contracted the "bug."

The ER doctor suggested that I take at least two days off from work. This is because I am contagious and will risk infection to my coworkers.

Rest assured that I will manage my work from home during my leave. Likewise, I am in continuous contact with my clients through email and phone.

Please find the doctor's note attached to this email. I would appreciate it if you could forward this email to HR so that they can formally process my leave. As of yesterday, I had six sick leaves left for the rest of the year, so I am assuming it is not a problem to take two days off.

Thank you very much.

Sincerely,

Maria Butte  
Administrative Assistant  
Emp #: 65210  
Tel: (333) 333-3333

Attachment: Doctors\_Note\_for\_Maria

## **Email Sick Leave Letter from Office due to Fever**

[Here briefly describe the sample email sick leave letter format for an employee, staff members, company staff and workers of office, company or factory due to Fever, sickness or illness. You will learn how to write sick leave application for office from below formats. You can modify these formats as your requirement.]

Date ...

The Coordinator,

Institute Name...

Institute Address...

***Sub: Request for Sick Leave***

Dear Sir/Ma'am,

This is to inform you that today I will not be able to attend my office due to sickness (Show your cause). I am suffering from a high temperature, cough, flu since last evening. Today I will go to the doctor for medicine. In the present situation, I am unable to attend my office until health and I am informing you through this email. Please consider this application for official record and on my return, I will also fill the sick leave form of the office. The full recovery may take two or three days and in any other case, I will inform you or my wife will write you an informing email. During my absence please assign my tasks to someone in the office.

Sincerely yours,

Name...

Job Designation...

Contact no...

Signature.

# Sick Leave Email Example

**Subject: Sick Leave Request - [Your Name] - [Date]**

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to inform you that, unfortunately, I have fallen ill and will not be able to perform my duties effectively. Consequently, I would like to request a sick leave for the period of [start date] to [end date]. I understand the significance of my role within the team and the impact my absence may have on our ongoing projects. Therefore, I have taken the time to outline a comprehensive plan to ensure a smooth transition during my absence.

Firstly, I would like to provide a brief description of my current health situation. Over the past couple of days, I have been experiencing [symptoms, e.g., fever, body aches, and persistent cough]. I consulted with my primary care physician, who suspects that I may have contracted [diagnosis, e.g., the flu or another contagious illness]. My doctor has advised me to rest and recuperate for a period of [number of days or weeks], to ensure a full recovery and to minimize the risk of spreading the illness to my colleagues.

Understanding the importance of my ongoing projects and tasks, I have outlined a detailed plan to minimize the disruption caused by my absence:

## **Project A: [Brief description of the project]**

- a. Current status: [Describe the current progress and what has been completed so far]
- b. Pending tasks: [List the tasks that need to be completed during your absence]
- c. Recommended course of action: [Suggest how these tasks can be delegated or managed by other team members, and any additional resources that might be required]

## **Project B: [Repeat the above steps for each ongoing project]**

Additionally, I have attached a comprehensive document that provides a more in-depth overview of each project, including the current status, pending tasks, and recommended actions. This document should serve as a useful reference for my colleagues and supervisor during my absence.

## FORMAT OF SICK LEAVE EMAIL:

After preparing a checklist, you would want to know the format of a sick leave mail to the manager. There are numerous formats, and the following one will elucidate a simple format of sick leave mail to the manager.

From,  
Name,  
Designation,  
Office address,

DATE.

To,  
Name,  
Designation,  
Office address.

Subject: Sick Leave/ request for sick leave/ any appropriate subject.

- Sir/Madam,
- Content that includes the details of your checklist,
  - This mail is to notify you that since I am experiencing critical health problems right now, I need to go outstation to meet a specialist doctor. For this, I won't be able to come to the office for two consecutive days. I kindly request you to consider my plea and grant me leave on (mention the dates).
- Regards/Thanks/Thanks and regards,
- The closing of mail with your mandatory signature.

**(Note – )**

Regards,

Andrew James  
Marketing Analyst  
( \_\_\_\_\_Signature \_\_\_\_\_ )

Here is a sample sick leave email that will provide you with ideas on how you can write one.

## **Sick Leave Email to Boss**

### **Subject: Sick Leave Requisition**

Dear Mr. Matte:

I woke up yesterday morning (Sunday) feeling quite sickly and discovered that my temperature had shot up to 103 C. A visit to the A&E confirmed that I have the viral flu that has been doing the rounds in the past couple of weeks. I was prescribed antibiotics by the doctor at A&E and instructed to rest completely for the next three days.

I realize that my absence from work will place significant stress on my colleagues who will have to take the brunt of my workload. However, at this point in time, I am helpless as I cannot even ask for my work to be sent to me at home. The good thing is that we are not in the middle of a project with pressing deadlines so the company will not suffer much from my absence. As soon as I am able to, I will report back to work and make up for lost time by putting in extra hours each day.

I have been in touch with the HR department and they assure me that I still have 7 sick leaves that I can avail. Please grant me leave for 3 days i.e. November 19, 20 and 21. I anticipate getting back to work with renewed energy later this week.

Thank you very much for your kindness.

Regards,

Hilary Dugg  
Account Manager  
Core Solutions  
Tel: (999) 999-9999

# SICK LEAVE LETTER

Date: October 26, 2020

To,  
[ATTN]  
[ADDRESS]  
[POSTAL CODE]  
[COUNTRY]

**Subject:** letter

Dear Mr., Mrs.,

I am writing this application to inform you regarding my illness. I am having a severe headache and throat infection since last night. The doctor has advised me to take complete rest for four days, i.e. [DATE] to [DATE]. The medical certificate is enclosed with the letter to confirm that I need break from work to recover properly.

I will try my best to check my account occasionally for important mails and continue doing some official work from home till returning back to office. On joining the office, I am determined to catch up the work being missed during leave.

If any further clarification is needed in this regard, please feel free to contact me directly in case of any emergency. I am available 24/7 on my cell phone: [T+00000000] and email: [email@email.com] in case of any query.

Looking forward to your prompt response on this matter,

Yours sincerely,

[NAME]

[Signature]

[Formal Name + Title]