

Professional brief sick leave request

Subject: Sick Leave Request

Dear [Manager/Supervisor Name],

I am writing to inform you that I am feeling unwell and will not be able to attend work from [Start Date] to [End Date]. I will provide a medical certificate if required and ensure to catch up on any pending work upon my return.

Thank you for your understanding.

Sincerely,

[Your Name]

[Department/Designation]

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