Date

Subject: Sick leave for a day

Dear Sir/Madam,

I am writing to inform you that I will not be able to come to work today. I have caught the flu viral and have a headache. I have taken medicine and would like to rest today. I hope to feel better and come to work tomorrow.

Sincerely,

……………………………………………………………………………………………………….

Subject: Leave for a medical reason

Dear Sir/Madam,

I was unable to come to work today as I fell down the stairs and sprained my ankle severely. Thankfully, my sister was there to help me to bring me to my room. I have treated my ankle with warm water and taken a painkiller for the pain. I hope to feel better soon. I will come to work tomorrow. Miss Samantha has kindly agreed to look over my job responsibilities for today.

Sincerely,

……………………………………………………………………………………………………….

Subject: Request for one-day sick leave

Subject:

Dear Sir/Madam,

Today I was unable to come to work on account of being ill. I caught a severe stomach infection at lunchtime yesterday and was in a lot of pain. I have a high fever and was unable to concentrate on any task. Therefore, I request you to kindly mark my leave as sick leave. I hope to feel better by tomorrow and come to work.

Sincerely,