Date

Hello,

Dear ‘Name of Manager’,

Please acknowledge this email as a request for work from home.

Due to an accident yesterday ‘Date’, I suffered a back injury and sprained my ankle. I was advised bed rest by the doctor. Therefore, I cannot attend work for the rest of the week. ‘Date’ can be assumed my return date to work.

In the meantime, I will be available to work from home. You will find the doctor’s note attached to this email. In case you have any queries please feel free to contact me.

Sincerely,

Name of Employee,

Name of Department.

Regards,