|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

I am writing this email to you in a state of confusion since I wanted to announce this news in the office along with some sweets, but I am not feeling like doing it right today. I was feeling down for last many days since my colleagues (MENTION NAMES) also noticed it but I didn’t really consider it something this serious. I got my checkup done yesterday after returning from the workplace as I was super nauseous, and I came to know that I am in the 6th week of my pregnancy.

I gave you this context to inform you that I am unable to make it come to the office tomorrow. So kindly forward this email to the HR so that they could process my sick leave.

Thank you!