Subject: Request to work from home

Name

Date

Dear Mr.  Smith,

I had an accident yesterday, on 22nd November, and injured my leg. My doctor has advised me to bed rest. I will not be able to come to work for the next two weeks. Therefore, I will be working from home and will return to the office on the 6th of December, 2019.

Meanwhile, if you need anything from me, I will be reachable by email and phone at any-time, during the working hours.

I have attached the reports from the hospital along with the doctor’s prescription.

Regards,

Emily Blunt