DATE: [dd/mm/yyyy]

To:

[Recipient Name]  
[Designation]  
[Company Name]

Subject: Two days’ leave due to sickness

Mr. Obaid Khan  
The Senior HR Manager,  
Quinton Electronics and Devices

Sir, I hope you are doing very well with the day. I am Dinesh Lodhi and I work as an Assistant Project Manager in the Department of Finance and Auditing. I want to inform you about my three days’ absence from work from 20th April 20XX to 22nd April 20XX. I am suffering from diphtheria for one week which has got severe shape now. Due to the pain and irritation in my throat, I am unable to come to the office for the next three days. I shall stay available via emails and phone calls at [X] in case of any query related to work.  Thank you.

Regards

Dinesh Lodhi  
Emp. Number 2384