[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Dear [Name]

Re. Excuse from Work due to High Fever

Dear James,

I am penning this letter to you to excuse my absence from work due to a high fever. As it has been said in the subject, I cannot work for two days because of my sickness.

Since last week, I have been having a bad throat which has caused me to get a high fever. The fever has broken my body with pain. The fever has further been worsened by diarrhea I caught due to overdosing on the antibiotics. I am feeling dozing and too weak to work. Therefore, I am unable to appear at work.

I understand that it is one of the most important periods of the year for the company, but I am helpless. The doctor has prescribed me a list of examination and analyses and suggested me to rest at home. Therefore, I need to stay at home for at least three days to be at rest. Kindly excuse my absence from work from 23-12-20XX to 25-12-20XX.

To avoid any other inconvenience, I have sent an email to Ms. Rosy Pans who is the Executive Idea Director in the company. She has a good experience of working in General Finance Section, that is why I understand she can take good care of my responsibilities and can take the charge of my work during my off days. I shall be beholden to you for your understanding and response. During my leave, I can be contacted at +[X] or via sending an email to [email].

Thank you

Regards

Jacob Robes,  
The General Finance Assistant  
Five Stars I Tech Groups  
23-A 95th Avenue, Second Underpass,  
California, USA