

Subject: Sick Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you that I am experiencing a fever and, upon the advice of my doctor, I will need to take sick leave to recover.

I would like to request leave starting from [Start Date] to [End Date], during which I will ensure to keep you updated on my progress. I apologize for any inconvenience my absence may cause and will do my best to handle any urgent tasks before I leave.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]