

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request sick leave due to a fever that has left me unable to perform my duties effectively. I began experiencing symptoms on [start date of illness] and, after consulting with my doctor, I have been advised to take some time off to rest and recover.

I anticipate needing to take sick leave from [start date] to [end date].

I will ensure that all my responsibilities are managed during my absence and will provide any necessary handover information to my teammates.

Thank you for your understanding, and I look forward to returning to work as soon as I am able.

Sincerely,
[Your Name]