

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

Dear [Manager's Name],

I am writing to formally request a leave of absence due to experiencing fever symptoms. I have been feeling unwell and believe it is best for my recovery and the health of my colleagues that I take some time off.

I anticipate being away from work starting [Start Date] and hope to return by [Return Date]. I will ensure that any pending tasks are managed in my absence and am happy to assist in transitioning responsibilities before I leave.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]