

****Subject:**** Leave Notification Due to Illness

Dear [Manager's Name],

I am writing to inform you that I am unwell due to a fever and will not be able to attend work from [start date] to [end date]. I will ensure that my responsibilities are managed during my absence and will keep you updated on my recovery.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]