

[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 have consulted with a doctor, and I have been advised to rest and refrain from work until I recover fully.

I kindly request leave starting from [start date] to [end date]. I will keep you updated on my condition and will do my best to ensure a smooth transition of my responsibilities during my absence.

Thank you for your understanding.

Sincerely,
[Your Name]