

[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 a sick leave from work due to [brief explanation of illness or injury, if comfortable]. I am unable to perform my work responsibilities effectively during this time.

I would like to request leave starting from [start date] to [end date]. I anticipate returning to work on [return date].

I understand the importance of my responsibilities and will ensure that any pending work is handed over to [Colleague's Name] during my absence. If needed, I am available via email for urgent matters.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]