

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

Dear [Manager's Name],

I am writing to formally request sick leave from [start date] to [end date]. Unfortunately, I am unable to perform my duties due to [brief explanation of illness].

I will ensure that my responsibilities are managed in my absence by [mention any arrangements made, if applicable].

Thank you for your understanding. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]
[Your Job Title]