

[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 leave from my night shift duties on [specific dates] due to illness. I have been experiencing [brief description of illness], which has made it difficult for me to perform my job effectively.

I understand the importance of notifying you in advance, and I assure you that I will do my best to ensure a smooth transition during my absence. I am hoping to return to work on [expected return date], pending my recovery.

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

Sincerely,
[Your Name]
[Your Job Title]