

[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 from [start date] to [end date] due to [brief explanation of illness, e.g., a severe flu]. I have consulted my doctor and have been advised to take time off to recover fully.

I will ensure all my responsibilities are managed during my absence, and I can provide any necessary documentation upon my return. I appreciate your understanding and support during this time.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]