

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

Dear [Employer's Name],

I am writing to formally request sick leave due to [brief explanation of illness or medical condition]. My doctor has advised me to take time off to recover fully and prevent any further complications.

I would like to request leave starting from [start date] to [end date], during which I will ensure to keep you updated on my recovery progress. I plan to return to work on [return date] and will be available via email or phone for any urgent matters.

I have attached the necessary medical documentation to support my request. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]
[Your Job Title]