

Illness Letter

[Your Name]

[Your Position/Student ID] (if applicable)

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Their Position]

[Company/School Name]

[Address]

[City, State, Zip Code]

Subject: Notification of Absence Due to Illness

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of my recent health situation that unfortunately necessitates a temporary absence from **[work/school]**. After consulting with my healthcare provider, I have been diagnosed with [briefly describe the illness or condition], which requires [a specific treatment/period of rest and recovery].

Based on my doctor's advice and considering the nature of my illness, it is anticipated that I will be unable to attend [work/school] for approximately [duration of absence, e.g., "two weeks starting from **[start date]**"]. I understand the importance of maintaining responsibilities and obligations during my absence and wish to ensure a smooth transition and minimal disruption.

For **[work/school]**, I propose the following arrangements to manage my responsibilities during this period:

- For Work: I have briefed **[Colleague's Name]** on my current projects and they have kindly agreed to oversee my duties in my absence. I have also prepared detailed instructions and progress reports to assist them. Should any clarification be required, I am willing to provide guidance remotely, health permitting.
- For School: I request assistance in obtaining lecture notes and any assignments that may be due during my absence. I would appreciate it if arrangements could be made for me to submit any pending assignments or to make up for any exams I might miss, upon my return or through an alternative means if possible.

Attached, you will find [any relevant documentation, such as a medical certificate or a doctor's note], supporting my need for this leave. I am also willing to fulfill any formalities required by **[company/school]** policy to process this leave appropriately.

I regret any inconvenience my absence may cause and sincerely appreciate your understanding and support during this challenging time. I am committed to keeping in touch and updating you on my progress, hoping to return to my [work/school] responsibilities as soon as I am able.

Thank you for your attention to this matter and your understanding. Please let me know if there are any forms I should complete or additional information I can provide.

Sincerely,

[Your Name]

[Optional: Attachment Description, e.g., "Attachment: Medical Certificate"]