
Sick Leave Letter To Boss

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Your Boss's Name]
[Their Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Sick Leave Request

Dear **[Your Boss's Name]**,

I hope this message finds you well. I am writing to inform you that I have been experiencing [briefly describe your illness or symptoms, e.g., "severe flu symptoms" or "acute back pain"], and after consulting with a healthcare professional, it has been advised that I take a period of rest to recover fully and prevent the spread of illness within the workplace.

As such, I would like to request sick leave starting from **[Start Date]** and anticipate returning to work by **[End Date]**. This duration will provide me with the necessary time to recover and ensure I am able to perform at my best upon my return.

To ensure the continuity of work in my absence, I have taken the following steps:

- [Briefly outline any arrangements you have made for your workload, such as delegating tasks to a colleague or providing a detailed handover note.]

- [Mention any urgent projects or deadlines and how you propose they are managed during your absence.]

I will ensure that all relevant files and documents are accessible to [Name of the colleague or team] and will brief them on my current tasks to minimize disruption. Additionally, I am willing to be available for any critical issues that may arise and can be reached via [email or phone], should the need for my input or assistance arise during my absence.

Please find attached [any supporting documentation, such as a doctor's note, if applicable and if you're comfortable sharing].

I apologize for any inconvenience my absence may cause and appreciate your understanding and support during this time. I am committed to ensuring a smooth transition and minimizing the impact of my leave on our team's productivity.

Thank you for considering my request for sick leave. I look forward to your approval and am available for any further information or discussion needed in this regard.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Email Address]

[Phone Number]