
Sick Leave Letter for One-day

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for One-Day Sick Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a one-day sick leave due to [briefly describe the reason, e.g., "a severe migraine attack" or "flu-like symptoms"]. Despite my best efforts to manage the situation, it has become apparent that rest and medical attention are necessary to ensure a swift recovery and to prevent the spread of illness within the workplace.

Therefore, I kindly request your approval for my absence on [specific date]. During this time, I will ensure that all urgent matters are addressed before my leave and will provide

a brief handover to [Colleague's Name] to cover any immediate tasks in my absence. I aim to minimize the impact of my absence on our team's productivity and deliverables.

Should you need to reach me for any urgent matters or further clarification, I am available via email at [Your Email Address] or by phone at [Your Phone Number]. I will do my best to monitor my messages and provide assistance if necessary.

I apologize for any inconvenience this may cause and appreciate your understanding and support in this matter. I am committed to resuming my duties with full capacity upon my return.

Thank you for considering my request for a sick leave. Please let me know if there are any forms or additional documentation that I need to submit in line with our company's leave policy.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Email Address]

[Phone Number]