

Sample - Sick leave application for office a week

Dear XXXX,

Subject: Request for Sick Leave

I am writing to request sick leave for the week of [DATE]. I have been feeling ill and would like to use this time to rest and recover.

Per our company policy, I am eligible for up to five days of sick leave each year. I would be grateful if you could approve my leave in this instance.

If you have any questions, please do not hesitate to contact me at [PHONE NUMBER].

Thank you for your time and consideration.

Sincerely,

[EMPLOYEE]

Sample - sick leave application for office one day

Dear Manager,

I will be unable to come to work today due to sickness. I apologize for any inconvenience this may have caused. I will be back in the office tomorrow.

Please do not hesitate to let me know if there is anything else I can do to help make up for my absence today.

Thank you for your time and consideration.

Sincerely,

Your name

Sample - sick leave application for office due to fever

Dear Manager,

I am writing to request sick leave for tomorrow. I woke up this morning with a fever, and it is not wise to come to work. I want to rest and feel better in the next few days. I apologize for any inconvenience this may cause and would be happy to provide additional information if needed. I appreciate your understanding.

Thank you for your time and consideration.

Sincerely,

Your name

Sample - Sick leave application for office due to COVID 19

To Whom it May Concern,

I will take a leave of absence from work for the next two weeks. The reason for my leave is that I have contracted COVID-19.

I have been experiencing flu-like symptoms for over a week, and my COVID test confirms the illness. I should stay home and rest until I fully recover.

I am taking all the necessary precautions to ensure my health and safety, and I will do everything I can to make a full and speedy recovery.

I appreciate your understanding in this matter.

Sincerely,

[Your name]