

I'm not robot!

Laura Kristen
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Houston, TX 50121
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laura.kristen @ email . com

March 4, 2016

Mr. Fredrick Crimson
Manager
ANP Enterprises
77 Cham Lane
Houston, TX 56992

Subject: Sick Leave Requisition

Dear Mr. Crimson:

I am writing this letter to inform you of a medical issue which renders me unable to attend office. I am suffering from a severe migraine attack and my doctor has advised me 2 days complete bed rest to soothe my nerves which are causing constriction pain in my head and continuous nausea.

I am apologetic to apply for leave during this busy season. On the other hand, I had completed the report I was working on and will email the same to you shortly for your review. After leave, I will put in extra efforts to patch up the pending work.

I will be very thankful if you will grant me a two day leave of 4 and 5 March, 2016. Thank you in advance for your consideration.

Sincerely,

(Signature)

Laura Kristen
Employee #: 4455

Sample Sick leave letter

Sandra Williams,
Senior Assistant,
SyntelPro Solutions

21 January 1999.

To

Mr. Daniel Carter,
HR Manager,
SyntelPro Solutions,
Wyoming.
Dear Mr. Carter,

I am writing to you to inform you that I may not be able to attend office for a week from now i.e., from 21 January to 27 January, as I am down with flu. I have been advised by the doctor to take plenty of bed rest for faster recovery. I regret the inconvenience caused to the firm because of my illness.

However I am glad I could meet the deadline set to me for the report of Handles Agency. I have sent it to you for your approval. I am willing to put in extra efforts to reimburse the delay at work once I am back from my sick leave.
Thanks and regards,

Sandra Williams,
Senior Assistant

Find more [leave letters](#) - [Leave acceptance](#) [Thank you letter](#)

Respected Ms. Minahil Qasim,
I am student of A-Levels section A3, barqi campus writing for leave of one week. I was feeling sick since many day and I went for medical checkup. After the detailed examination doctor recommended me to have rest at home and take medicine properly for early recovery. I am suffering from tified fever and feeling weakness. Please approve my leave application for one week. I will be thankful to you.

Sincerely yours,

Ayesha Manzoor



SCHOOL LEAVE LETTER FOR FEVER

Date: April 24, 2019

To,
[ATTN]
[ADDRESS]
[POSTAL CODE]
[COUNTRY]

Subject: School leave request

Dear Mr./Mrs. [Name principal/teacher],

With due respect, I would like to inform you that I ([student/school nr: #####], due to fever, I cannot attend my classes momentarily.

Therefore, I request you to please consider our situation and grant me a total of [number of days] days leave from [starting date] to [finishing date]. I am enclosing [any doctor notes or proof you can add] your reference.

If you have any questions, please feel free to contact me directly on my phone number: T [0000 0000] or email [email@email.com]. Looking forward to your reply. Thanking you.

Yours sincerely,

[NAME]

[Signature]

[Formal Name + Title]

[Date]

[Name of the Principal]
[Name of the School]
[Address]
[City, State, ZIP Code]

Dear Sir/Madam,

I would like to inform you that I need to take a sick leave from my classes today due to [Your Sickness]. I have visited my doctor yesterday because I have been feeling (sick, nauseous, etc.) and was diagnosed with the aforementioned illness. I was prescribed medications and advised to stay at home for [Number of Days]. I expect to be able to report on [Date of Return] but I'll do my best to inform you if I can make it by then. In the meantime, [Colleague's Name] has agreed to take over my tasks until the day of my return.

Thank you and I will be grateful for your kind approval.

Respectfully yours,

[Your Name]
[Job Title/Position]
[Institution Name]

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How to write a formal letter for sick leave. How to write a letter of sick leave.

Career Development
 How To Write an Application for Sick Leave (With Example)
 By Indeed Editorial Team
 Updated 28 July 2022 | Published 12 June 2021
 Updated 28 July 2022 | Published 12 June 2021
 Companies have determined protocols that an employee is required to follow when they take sick leave. Regardless of the procedures, it is always good to send a formal application for sick leave to update your manager and co-workers about your absence. Understanding what information you are required to include in the sick leave application makes it easier to write one for yourself. In this article, we discuss why a sick leave n application is important, what to include in your application, how to write one, a template and an example of the sick leave application.
 Related: How To Write a Sick Leave Email: A Step-By-Step Guide
 Why Application For Sick Leave Is Important?
 It is important to write an application for sick leave as it allows you to inform your manager why you are required to take a day or extended days off from your work. It formally documents the days and details of your absence from your office. If needed, the details can be forwarded to your HR as well. It is also essential as it informs your co-workers that you would be off from work. It would also provide an update on who takes care of your work in your absence. Hence, it helps to run the business smoothly.
 Related: Valid Reasons for Requesting Half Day Leave
 What To Include In An Application For Sick Leave?
 Below is the information that needs to be part of your application for sick leave:
 The number of days you take leave: it is important to update your manager and co-workers for how long you might be away from work. It helps them plan to manage your tasks to continue the business smoothly.
 Reason for your absence: clearly state why you are taking the sick leave. You may need an off because of common flu or maybe because of some serious illness. It gives an estimate to your employer for how long you might be off from your work. There may be a different procedure to follow in your company if you need a long leave. Informing your manager or HR about your exact situation helps you get guidance about the process for taking sick leave.
 Name and email id of the person who would be your backup for work: if you are going for over one day of sick leave, it is very important to let your clients and colleagues know whom they can reach out to in your absence.
 Medical documentation, if necessary: your employer may need your medical documentation or a letter from your physician if you need a long sick leave. It would be helpful for HR or your manager to approve your leaves easily.
 Your availability over the phone for urgent emails or issues: it is important to mention in your application if you might extend your support in case of any urgent issues. If you think your health does not permit you to check on your emails or take work calls, call out that in your leave application.
 Related: Guide: Out of Office Email Messages (With Examples)
 How To Write A Sick Leave Application?
 Here are the basic steps you can take to write a sick leave application:
 1. Subject line
 The subject line of your leave application is required to clearly indicate to the recipient what the email or letter is about. It has to give them an idea of what to expect in the email's body.
 Example: "Application for sick leave because of migraine"
 Related: 7 Basic Tips for Calling in Sick (And What To Avoid)
 2. A greeting
 There are two ways in which you can apply for sick leave, a hard copy or a soft copy. The difference between both the letters is how you address them in the beginning. If you are writing a letter on paper, use a standard business letter format with the date and your contact information at the top of the page. If you are emailing your letter, this information is not necessary. Start your letter with a formal salutation, address the recipient by name and, if you prefer, use a standard greeting such as "Dear [First name]" or "Hello [First name]".
 Example: "[Date][Name][Title][Company name][Address][Subject]Dear [name],"
 3. A body
 This is the section of the application where you mention the purpose of sending this letter. Be clear and mention the reason in the first two sentences of the application. If you know for how many days you might require to take leave, mention the dates. It is important you include your specific and high-priority tasks and the status of those. Also, mention the person who would handle your work in your absence. If possible, talk about your availability to attend urgent work calls or escalations. If required, attach the doctor's note detailing the dates you are required to be away from work in the letter's body.
 Example: "This is to inform you I am down with fever and I would not be able to come to the office for the next two days. I have updated Mr. Pradeep about my top priority tasks for the next two days. I might try to check on my emails and revert if my health permits. Kindly grant me leave for the mentioned period. Please let me know if anything else is required from my side."
 Related: What Is PTO? Definition and Types of PTO To Know More About
 4. An expression of gratitude
 Express your gratitude towards your employer or manager for understanding your situation. If you are taking leave at short notice, extend your apologies for the inconvenience they might face because of your absence.
 Example: "Thank you for all your support."
 5. Complimentary close
 In this section of the application, you may end the letter formally or sign it off. Some common complimentary closes are:
 Yours truly
 With regards
 Sincerely
 Best wishes
 6. A signature
 If you are sending your leave application via email, just write your name. If you are printing, hand-writing the letter, add a hand-written signature under complimentary close and add your name, typed, underneath.
 Example: "Yours truly, Rachit Garg"
 7. Any supporting documentation
 Every organisation has its own procedure of giving sick leave. Some may require documentation from your doctor stating your medical condition and duration of rest needed. The requirement may vary according to the duration of your sick leave. Attach the supporting document as per your organisation's policy in your leave application.
 Related: How to Write an Office Leave Application
 Template For Sick Leave Application
 Below is the template of a sick leave application which can be customised depending upon your circumstances:
 Dear [Supervisor's First Name],
 I am writing this email to inform you I would be on sick leave from [mention dates] due to [mention reason of your sickness]. I have attached my medical documents and the letter from my doctor stating the number of days off I require to take from work to recover completely. I would contact [name of the person] and update him about the high-priority task that needs to be taken care of in my absence. I might periodically try to look at my emails and respond to urgent calls while I am away from work. I apologise for the inconvenience that my absence from work may cause. Kindly let me know if any additional documents required to approve my leave. In case I need an extension of my leaves, I would let you know as quickly as possible. Please let me know if you have questions related to my ongoing projects or my leave request.
 Thank you for understanding my situation and for all the support.
 Regards,
 [Your Name]
 Sample Of A Sick Leave Application
 Here is an example of a sick leave application:
 Hello Mr. Narendra,
 I am writing this email to inform you I have fallen ill due to jaundice and require to take sick leave because of the same. As per my doctor, it would take at least 10 days for me to recover. Hence I would be on leave till 18th May 2021. I am attaching my medical reports and doctor's letter advising me to take a rest for 10 days to recover my health completely. I apologise for the inconvenience my absence may cause. I have got in touch with Mr. Sharma and updated him on my top priority projects that require being submitted to the client by next week. I would take control of my rest of the projects when I rejoin work. If my health permits, I would try to be available for calls for urgent work and check my emails periodically. Kindly let me know if there are any additional documents needed for my sick leave approval. If I anticipate I might need more days off from work, I would update you as soon as possible. Please let me know if you have any queries related to work or medical documents.
 Thank You for understanding and for all your support.
 Regards,
 Payal Kapoor
 Related: Can an Employer Force FMLA Leave? Employee Rights to Stress Leave How to Conduct Yourself Properly... When Does FMLA Begin? Example of a Letter of Dismissal How to Write a Request Letter for... How to Terminate a Cleaning Contract How to Have Your Kitchen Inspected... How to Decline a Lateral Job Move How to Write a Letter Denying a... California Paternity Leave Law Morocco Business Etiquette How Do I Properly Submit a Comment... How to Write a Short Proposal How to Fold Legal Paper to Fit...
 An employee can call in sick if he/she is unwell and not in a state to go to the office for work. Usually, it is recommended to write a leave application letter in order to request for a leave. A medical certificate from a registered doctor or medical practitioner may also be required in case of a long period of absence due to sickness. Generally, an employee is entitled to sick leave only after a stipulated period of employment in an organisation. However, the case may vary for different organisations and industries. Also, contrary to general belief a sick leave and medical leave application are different leave application letters altogether. So, talk to your HR to get clarity on the matter. The leave application samples given below will help you craft an application for sick leave that you can send to your boss or manager to apply for sick leave.
 Application for sick leave: Sample 1
 Subject: Sick Leave Required Dear Mr./Mrs. (Recipient's Name),
 I am down with fever and flu because of which I will not be able to come to the office for at least {X days}. As per my family doctor, it is best that I take rest and recover properly before resuming work. I have asked (colleague's name) to check on my clients and will try to periodically check my email if you need anything urgent. Please grant me leave for the aforementioned period. If you need additional information, please let me know.
 Yours Sincerely, (Your Name)
 Application for sick leave: Sample 2
 Subject: Application for Sick Leave Dear Mr./Mrs. (Recipient's Name),
 I am writing to let you know that I developed an acute case of food poisoning last night. I hoped it would go away by this morning, but it looks like I am still unwell. Please grant me leave for {X days} days so that I can take proper rest. I will join the office after {X days}, once my health comes back to normal. I have no immediate responsibility regarding the tasks and do not expect any urgencies. Awaiting your approval.
 Yours Sincerely, (Your Name)
 Sick Leave Application Sample 3
 Subject: Leave Required Dear Mr./Mrs. (Recipient's Name),
 I am emailing to inform you that I cannot make it to the office today {date} as I have come down with a case of flu. I am assuming the flu will take at least {X days} to go away. Thus, I will be back to the office on {date}. I will be available to answer emails and phone calls if you need urgent help, however, (Colleague's name) will handle my workload today to ensure all deadlines are met. Thank you for understanding.
 Yours Sincerely, (Your Name)
 Sick Leave Application Sample 4
 Subject: Application for Sick Leave Dear Mr./Mrs. (Recipient's Name),
 I would not be able to join the office today because I am under the weather and have symptoms of viral infection. I went to the doctor yesterday and he prescribed {X days} of rest. I asked (colleague name) to handle my pending tasks, while I am away. I will be available via email for any urgent needs. I have also attached the doctor's note to this email. Thank you for understanding.
 Yours Sincerely, (Your Name)
 Check out some more leave application letters for office.

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