**Sick Day Email Sample**

**Re: Sick Leave**

Dear Ms. Nicola:

I am writing to inform you that I will not come to work today as I am feeling unwell since I came back home from work yesterday.

In fact, I had had a high fever and a heavy head at work all day yesterday. Additionally, a quick trip to the ER last night confirmed that I had contracted the “bug.”

The ER doctor suggested that I take at least two days off from work. This is because I am contagious and will risk infection to my coworkers.

Rest assured that I will manage my work from home during my leave. Likewise, I am in continuous contact with my clients through email and phone.

Please find the doctor’s note attached to this email. I would appreciate it if you could forward this email to HR so that they can formally process my leave. As of yesterday, I had six sick leaves left for the rest of the year, so I am assuming it is not a problem to take two days off.

Thank you very much.

Sincerely,

Maria Butte  
Administrative Assistant  
Emp #: 65210  
Tel: (333) 333-3333

Attachment: Doctors\_Note\_for\_Maria