**Sick Day Email Sample with Request to Use Paid Leave**

Use this template if you've got a doctor’s note and if you’ll be using your sick leave to cover the absence.

*“Dear (Your Manager’s Name),*

*I won’t be able to report to work today because I’m under the weather and have a (symptoms you’re experiencing). I went to the emergency room last night and the doctor confirmed that I've got (doctor’s diagnosis).*

*The doctor prescribed (X days off from work) as I (need to rest, am contagious), so I asked (Co-worker’s Name) to take over my meeting with (Client’s Name) this afternoon. They'll also handle my pending tasks while I'm away. I'll be available via email for your urgent needs.*

*I’ve also attached the doctor’s note to this email. I'd appreciate it if you would forward this email with the attachment to HR so they can process my sick leave. Thank you for your help.*

*Regards,*

*(Your Name)”*