**Out Sick Email Template for Indefinite Leave**

Use this template if you’re not sure when you can report back to work.

*“Dear (Manager’s Name),*

*I’m writing this to let you know that I can’t come to the office today. I’ve been feeling (sick, light headed, etc.) since (last night, yesterday, etc.), and only saw a doctor yesterday.*

*They diagnosed me with (your illness) and prescribed medication that will last for (X days). I feel a bit better now that the first dose of medication has taken effect, but I was advised to stay home because it will take time for me to fully recover.*

*I'll do my best to inform you if I can’t make it to work tomorrow, so that we can make some temporary arrangements for my workload. In the meantime, (Colleague’s Name) has agreed to look after my tasks for the day."*