**Email Sick Leave Letter from Office due to Fever**

[Here briefly describe the sample email sick leave letter format for an employee, staff members, company staff and workers of office, company or factory due to Fever, sickness or illness. You will learn how to write sick leave application for office from below formats. You can modify these formats as your requirement.]

Date …

The Coordinator,

Institute Name…

Institute Address…

***Sub: Request for Sick Leave***

Dear Sir/Ma’am,

This is to inform you that today I will not be able to attend my office due to sickness (Show your cause). I am suffering from a high temperature, cough, flu since last evening. Today I will go to the doctor for medicine. In the present situation, I am unable to attend my office until health and I am informing you through this email. Please consider this application for official record and on my return, I will also fill the sick leave form of the office.
The full recovery may take two or three days and in any other case, I will inform you or my wife will write you an informing email. During my absence please assign my tasks to someone in the office.

Sincerely yours,

Name…

Job Designation…

Contact no…

Signature.