SICK DAY EMAIL EXAMPLE

If You Feel Sick But Would Prefer to Work Remotely

Hi Anna,    
  
Unfortunately, I woke up feeling ill and am concerned that if I come into the office, I might get someone sick. I think it’s best that I not come into the office today. That said, I can work from home on the projects I have going and respond via email and Slack to any questions the team has. Does that work for you?   
  
If all goes well, I hope to be in the office tomorrow!   
  
Best,  
Kit