Here is a sample sick leave email that will provide you with ideas on how you can write one.

**Sick Leave Email to Boss**

**Subject: Sick Leave Requisition**

Dear Mr. Matte:

I woke up yesterday morning (Sunday) feeling quite sickly and discovered that my temperature had shot up to 103 C. A visit to the A&E confirmed that I have the viral flu that has been doing the rounds in the past couple of weeks. I was prescribed antibiotics by the doctor at A&E and instructed to rest completely for the next three days.

I realize that my absence from work will place significant stress on my colleagues who will have to take the brunt of my workload. However, at this point in time, I am helpless as I cannot even ask for my work to be sent to me at home. The good thing is that we are not in the middle of a project with pressing deadlines so the company will not suffer much from my absence. As soon as I am able to, I will report back to work and make up for lost time by putting in extra hours each day.

I have been in touch with the HR department and they assure me that I still have 7 sick leaves that I can avail. Please grant me leave for 3 days i.e. November 19, 20 and 21. I anticipate getting back to work with renewed energy later this week.

Thank you very much for your kindness.

Regards,

Hilary Dugg  
Account Manager  
Core Solutions  
Tel: (999) 999-9999