**FORMAT OF SICK LEAVE EMAIL:**

After preparing a checklist, you would want to know the format of a sick leave mail to the manager. There are numerous formats, and the following one will elucidate a simple format of sick leave mail to the manager.

From,

Name,

Designation,

Office address,

DATE.

To,

Name,

Designation,

Office address.

Subject: Sick Leave/ request for sick leave/ any appropriate subject.

* Sir/Madam,
* Content that includes the details of your checklist,
  + This mail is to notify you that since I am experiencing critical health problems right now, I need to go outstation to meet a specialist doctor. For this, I won’t be able to come to the office for two consecutive days. I kindly request you to consider my plea and grant me leave on (mention the dates).
* Regards/Thanks/Thanks and regards,
* The closing of mail with your mandatory signature.

**(Note –** )

Regards,

Andrew James

Marketing Analyst

(\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_)