**Sample Email Sick Leave Application for Employee**

The Manager,  
Customer Services Department

**Subject : Sick Leave Application from Office**

Dear Mr. John Lee,  
It is for your information that I am an employee under your supervision in customer services department in unit of maintenance.

My subject matter is that I was not feeling well for three days, thus I visited my family doctor. He asked me to have blood test. According to the report of blood test I have a dengue fever/flue, Cough, Temperature. And the doctor asked me to have bed rest at least for two weeks. That’s why I cannot come to office. Kindly accept my sick leave and grant me leaves for two weeks. I will be very thankful to you.

Thanks and regards,

Ali Aslam

Officer-customer services department