**Sick Leave Application Format for Employee in Email**

Respected Manager,

I am Sahil Tanveer, marketing officer in your department writing to inform you that I am [sick](https://semioffice.com/general/apology-letter-for-being-absent-due-to-sickness/) since last two days and could not come to office. Today I went for checkup and doctor advise me rest of more 3 or 4 days. Sir I am feeling pain in my body and weakness and really need to have rest. Looking for your approval.

Sincerely yours,

Sahil Tanveer

Marketing Officer