Subject: Application for Paid Sick Leave

Respected General Manager,

This is Samiullah writing to inform you that today I will not come to office due to sickness. From yesterday I am facing some food poisoning issues with [weakness](https://semioffice.com/applications/leave-applications/sick-leave-application-students/) which makes me feeling sick. I request you to please approve at-least two days (Thursday & Friday, 30 and 31 July) paid sick leaves according to law/policy for me in office and send your approval to the HR department as well. I will be thankful to you.

Sincerely yours,

Samiullah

Assistant Manager

California Branch