To:

From:

​Cc:

Subject: Sick Leave Application Due to Fever

Dear Sir,

I am Sanam, Officer HR having fever from last evening. Yesterday in office I was also [not feeling well](https://semioffice.com/applications/leave-applications/school-leave-application/) and when I reached home fever push me to lay down on the bed. Although I am taking medicine from last evening but still I am feeling high fever and weakness. So today I am unable to attend my office. Please grant me leave of one day.

Your kind act will be highly obliged.

Sincerely,

Sanam  
Office HR