**Sample Sick Leave Email**

**Subject: Request for one month sick leave**

Dear (Name of Manager or Person in HR)

Thank you for giving me an opportunity to work with your great team and company! In the last week I have not been feeling well! I have been to the doctors and I am told told that I have to go through several tests!

As a result of the numerous tests that I have to take I would like to request for a sick leave of one month starting from Monday May 25th. Should my request be granted I hope to return to work on 25th of June 2015.

I have made arrangements with Mr Jones to handle the files and clients that I am currently work on

I have attached a photo of my doctor’s report for the records,

Yours faithfully

Elise Malot
Design Assistant
1-989-333-3333