**Other considerations when writing a sick leave email**

When writing your sick leave email, you should consider the person to whom the email will be sent and the culture of your office. In some organizations most communications are informal. In such organizations you would need to write a less formal email. In place of the format above, you may choose to use the following format.

*Dear Jack Doe,*

*I am sorry that my health is failing me at this time. I would like to take one month off work to deal with health issues that have been troubling me lately. My doctor has advised me to take at least 30 days off, to take some tests and rest my back…… (add the date you hope to start and when you plan to return to work)…*

This is a semi formal email. It should be addressed to the appropriate person in the organization. You may choose to copy the human resource department if your organization has one. In any case, ensure that your immediate boss gets a copy.

As you write your sick leave email, it is good to remember that the company must continue to function in your absence. This is why it is very professional to indicate in your email how you propose to make sure that things run smoothly in your absence. It is obvious that your employer still has the final say on how things will run in your absence, however you would have made it clear that you take the success of the business seriously.

Here is a line you may include

*Ms. Jane Lowes has graciously offered to take up my workload and prepare my reports for the week. Should you prefer to hand my workload to another employee please feel free to do so.*