**Sample Sick Leave Email to Manager**

**To:** Manager\_Name@business\_name.com
**Subject:** Sick Leave Request

Dear Manager’s Name,

This email is accompanying my sick leave form to inform you that I am requesting sick leave for three weeks from DATE to DATE. I will resume work on DATE. I have injured my back in an automobile accident and have been requested by my doctor to take a three-week treatment. Attached is a copy of her instructions.

I understand that you will employ a substitute teacher to take my sixth grade class for the three weeks, and I have prepared the lessons plans that cover the classwork and extracurricular activities. I have also included a short description of each student to help the substitute get to know the children.

I have completed the sick leave form required by the school, and according to my contract, I am allowed to take five weeks of sick leave.

You or the substitute can reach me at 555-123-4567 if there are any questions of if they require any help I can give.

Thank you for your kind consideration of my request.

Sincerely,
​
Printed Name of Employee
List of Attachments