**Sample Sick Day Email Message**

Use this sample sick day email message when you will be taking a sick day and email is an acceptable way to notify your supervisor.

**Subject:** Your Name - Sick Day

Dear Supervisor Name:

I will be unable to attend work today because of personal illness. I will be using one of my sick days to cover this absence from work.

Please let me know if I can provide any further information.

Sincerely,

Your Name