**Sample Sick Day Email – Basic**

Hi [Name of your manager or supervisor],

I’m sending you this email to inform you that I can’t make it to work today, [date], because of [illness]. If something urgent comes up, I’ll be able to answer emails, but feel free to contact [name of teammate] who will be in charge of my workload today to make sure that all deadlines are met.

Thank you for understanding,

[Your name]