**Sample Sick Day Email with Paid Leave Request**

You can refer to the template below if you know that you will be sick for at least a day based on a doctor’s instructions.

Hi [Name of your manager or supervisor],

I won’t be able to report to work today because of [illness] and have [symptoms]. I went to the hospital and the doctor confirmed that I’ve got [diagnosis].

The doctor prescribed [number of days off work] since I [reason/s: need to rest, etc.]. 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 for the time being to make sure that all deadlines are met.

Thank you for understanding,

[Your name]