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| Sick Leave Letter Format |

To,

The Manager,

(Insert company name)

Subject: Leave Application due (Insert illness)

Dear Sir/ma'am,

Respectfully, it is to inform you that I am suffering from (Xyz’s illness). I am an employee of your firm for the past (x years). I recently have been diagnosed with a (insert illness). Due to this sudden illness, it would not be possible for me to make an appearance at the office for a month.

This critical condition has deteriorated my health a lot. I cannot eat properly and have a really bad body rash. It is impossible for me to concentrate on anything. I can attest to have been a dedicated employee and did not take any additional leave from work ever.

The employee regularity record would serve as evidence of this claim. I would be able to come back after my complete recovery and serve your firm again with the same vigilant and attentive inclination. I hope you take my plea into consideration and allow me a leave of absence for a month. I shall remain indebted to you for this kindness.

Yours Truly,

Insert name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_