# Sick leave application to a manager

*Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.*

Subject: Sick leave application - [Start Date] to [End Date]

Dear [Manager's Name],

I am not well and have been advised to rest, so I would like to request sick leave from [Start Date] to [End Date] ([Number] days). I expect to resume work on [Return Date].

If the company policy needs a medical certificate for this period, I will submit it when I return.

For work cover, the weekly report due on [Date] is ready in the shared folder, and [Colleague's Name] has agreed to handle the [Client / Task] queries. The remaining tasks can wait until I am back.

I will check messages once or twice a day, but may be slow to reply. For anything urgent, please call me on [Phone].

Thank you for your understanding.

Regards,
[Your Name]
[Employee ID / Department]