

Sick Leave Letter for Food Poisoning

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Sick Leave Application Due to Food Poisoning

Dear [Supervisor's Name],

I am writing to inform you that I am experiencing food poisoning and am unable to report to work today, [Date]. I woke up feeling unwell, and after consulting with a healthcare professional, it has been confirmed that I have food poisoning.

The doctor has advised me to rest for [number of days] days to recover fully. I have attached the medical certificate for your reference.

I apologize for any inconvenience my absence may cause, and I assure you that I will do my best to ensure that my responsibilities are covered during my absence. I will also be available via email or phone for any urgent matters that may arise.

Thank you for your understanding.

Sincerely,

[Your Name]