

# Request for Sick Leave due to Gastrointestinal Issues

[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: Request for Sick Leave Due to Gastrointestinal Issues

Dear [Supervisor's Name],

I trust this message finds you well. I am writing to inform you that I am currently experiencing severe gastrointestinal issues, as diagnosed by my healthcare provider. In light of this, I am seeking your approval for a sick leave from work.

I kindly request a leave of absence for the next [number of days] days, starting from [start date]. During my absence, I will ensure a smooth transition of my responsibilities by coordinating with [colleague's name] and providing detailed handover notes.

If necessary, I am prepared to provide a medical certificate to validate the severity of my health condition. I believe that taking this leave is crucial for my recovery and to prevent any potential spread of illness to my colleagues.

I anticipate resuming work on [proposed return date], and I will keep you updated if there are any changes to this schedule. Your understanding and support during this time are greatly appreciated.

Thank you for your consideration.

Sincerely,

[Your Full Name]  
[Your Employee ID]  
[Your Signature, if sending a hard copy]