

Leave Letter for Daughter Fever to Office

Dear [Manager's Name],

I am writing to inform you that my daughter has been diagnosed with a fever and has been advised to take complete rest at home. As a result, I will need to take a few days off from work to take care of her. I am planning to take off from [start date] to [end date] (if known) to make sure she is getting the proper care and attention she needs.

I understand that my absence may cause inconvenience to the team, but I will make sure to delegate my work to [colleague's name] before I leave, and I will be available on email or phone if there are any urgent matters that require my attention.

Thank you for your understanding in this matter.

Sincerely,
[Your Name]