

Stomachache Leave Letter - Email format

Subject: Sick Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to inform you that I am experiencing severe stomach pain and will not be able to come to work today. The pain started last night and has been persistent since then, making it difficult for me to concentrate and perform my duties effectively.

I have consulted with my doctor, and he has advised me to take a few days off from work to rest and recover. As such, I request a leave of absence from [Date] to [Date]. During my absence, I have informed my colleague [Colleague's Name] of any urgent work that may arise, and he will be taking care of it.

I apologize for any inconvenience this may cause and will ensure that I am fully caught up with any missed work as soon as I return. I will also make sure to check my emails periodically and respond to any urgent matters during my absence.

Thank you for your understanding and support.

Sincerely,

[Your Name]