

Not feeling well message to your boss

Sir, I am XXXXXXXXXXXX and this message is to bring in your kind notice that I am not able to come to work from tomorrow for a few days. I excuse for creating inconvenience and hustle in the office because of my absence. I was not feeling well since this Monday and yesterday I went through some tests and today my tests have come positive. I have been diagnosed with jaundice. The doctor has strictly prescribed the rest for two weeks so I will be unable to come to the office. I have affixed the test reports along with this message so may you have look at them. I am sorry for the disturbance and workload in my absence. If you want me to handover my project to some other employee, I can handover it to Mr. XXXXXX because he is a member of my project team. I hope that you will understand my situation well and will me sick leave for two weeks.

This message is to bring in your kind notice that I will be on leave for three days because I am suffering from fever and feeling weakness. Therefore, I seek your permission to grant me leave of three days. I will be obliged to you for this favor.

I am XXXXXXXX XXXXXX and have been in your organization for a long time. I am a punctual and efficient worker and did not take any untaught leave. The purpose of writing this message is to take five days' leave. Yesterday, I fell from the stairs in the home and my back got injured. I cannot sit now properly for continuous hours. Therefore, I request you to grant me leave for at least five days. My leave will start on 23-06-20XX and will end on 29-06- 20XX. I will be back to my work on the 30th of this month. I can work from home for a week and work quality will not be affected. I was working on the project with my five other team members and I don't want to delay it because of me. Therefore, you can ask anything about the project via email and phone call, I will remain available there all the time. I would be highly obliged to you for granting me the favor of seven days' leave. Thank you.