

Food Poison Leave Letter - Example

[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: Leave Application Due to Food Poisoning

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to inform you that I am currently unwell due to food poisoning and, as a result, am unable to attend work. I visited a healthcare professional who diagnosed my condition and recommended a few days of rest for recovery.

I am attaching the medical certificate along with this letter for your reference. The doctor has advised that I take three days off from work to ensure a complete recovery and to avoid spreading any potential contagion to my colleagues.

I understand the importance of my responsibilities at work and assure you that I will make every effort to ensure a smooth handover of my tasks to my colleague, [Colleague's Name], during my absence. I will also remain reachable via email should any urgent matters arise.

I apologize for any inconvenience my sudden leave may cause and appreciate your understanding in this matter. I will keep you updated on my recovery and will provide any additional documentation required.

Thank you for your understanding.

Sincerely,

[Your Name]