

Leave Letter for fever PDF - Email Format

Subject: Leave Application - Fever

Dear [Manager's Name],

I am writing to inform you that I am unable to come to work today due to an unexpected illness. I have been diagnosed with a fever and the doctor has advised me to take complete rest for the next few days.

I request you to kindly grant me leave for [number of days] days starting from [starting date] to [ending date]. During my absence, I will ensure that all my pending work is completed by my team members.

I will keep you updated on my health status and ensure that my work is completed in a timely manner. In case of any emergency or urgent requirement, please do not hesitate to contact me on my phone or email.

I have attached a copy of my medical certificate for your reference. I assure you that I will resume my work as soon as I am back to normal.

Thank you for your understanding and support.

Yours sincerely,
[Your Name]