

Employee Sick Leave Letter For Chicken Pox

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Supervisor's Job Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Sick Leave Application - Chicken Pox

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to inform you that I have been diagnosed with chickenpox, and my doctor has advised me to take a leave of absence to focus on my recovery.

I would like to request sick leave starting from [start date] to [end date]. I have attached the medical certificate from my attending physician, which confirms the diagnosis and recommends the specified duration of leave.

I understand the importance of my role within the team and will make every effort to ensure a smooth transition during my absence. I have briefed [colleague's name] about my ongoing projects and tasks, and I am available to provide support remotely if needed.

I appreciate your understanding and support during this time. I will keep you updated on my recovery progress and will ensure that all outstanding work is completed before my return.

Thank you for your consideration. If there are any additional steps or documentation required, please let me know, and I will promptly provide the necessary information.

Sincerely,

[Your Full Name]
[Your Job Title]
[Employee ID]

