

Example of Sick Leave Letter

A leave application sample for sick leave is given in this section in order to give a better idea to the readers.

Glenn Nadal
Security Officer
NTC Oman

30/01/18

Mickey Stratus
HR Officer
NTC Oman

Sub: Application for sick leave

Dear Ms. Stratus,

I am writing this application to inform you regarding my illness. I am having a severe headache and throat infection since last night. The doctor has advised me to take complete rest for four days, i.e. January 30, 2018 to February 02, 2018. The medical certificate is enclosed with the letter to confirm that I need break from work to recover properly.

I will try my best to check my account occasionally for important mails and continue doing some official work from home till returning back to office. On joining the office, I am determined to catch up the work being missed during leave.

Please let me know if any further clarification is needed in this regard. I am available 24/7 on my cell phone. Please feel free to contact me in case of any emergency. Looking forward to your prompt response on this matter.

Yours faithfully,
Glenn Nadal