**Subject: Sick Leave Requisition**

Dear Mr. Phillips:

I am writing to inform you that I will not be able to arrive in the office today October 17, 2018.

As I was feeling unwell due to severe nausea and stomach ache for the previous three days. Therefore, I visited my doctor yesterday who diagnosed me with acute gastritis. Likewise, she prescribed me some medication to take for seven days.

While I am feeling somewhat better after the first couple of doses of medicines, but I believe that I will not be very productive today. I anticipate that I will be ready to work after two or three days. By all means, I will keep you updated.

My co-worker Ms. Sally Green has graciously offered me to take up my workload. She will handle my clients accordingly. If you feel that you want to transfer my work to any other employee, please feel free to do so. My office email will remain active, and I will be replying to my clients from home.

In case my condition will not be improved by tomorrow morning, then I will inform you so that some temporary arrangements can be made to handle my workload.

Thank you for your support and understanding in this regard.

Sincerely,

Chloe Hansen
Account Manager
Verizon
Cellular: (000) 111-1111