**SICK DAY EMAIL EXAMPLE**

If You Don’t Have Any Sick Days

Hi Anna,

Unfortunately, I woke up feeling too sick to come into the office today. I plan on taking an unpaid day off to rest up and get better. I will check my email periodically in case any questions come up for you or the team.

Please let me know if you have any questions. I hope to be back in the office tomorrow!

Best,
Kit