**The Email Template That'll Make You Feel Less Guilty Asking for a Sick Day**

 **Subject:** Sick Day

Dear [Boss’ Name],

Despite my efforts to stay healthy this cold and flu season, I woke up this morning feeling pretty terrible.

As a result, I’m going to take a sick day today in order to rest, recover, and ideally prevent spreading these awful germs around the office.

[Colleague’s Name] should be able to step in if anything time-pressing crops up during my absence. Otherwise, I’ll tackle those pending items as soon as I return.

I’m hoping to be back in the office by [Day], but I’ll be sure to keep you updated if that changes.

Thanks for understanding—and stay healthy!

Best,
[Your Name]