

Formal Sick Leave Letter to Manager

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March 4, 2016

Mr. Fredrick Crimson
Manager
ANP Enterprises
77 Charm Lane
Houston, TX 56992

Subject: Sick Leave Requisition

Dear Mr. Crimson:

I am writing this letter to inform you of a medical issue which renders me unable to attend office. I am suffering from a severe migraine attack and my doctor has advised me 2 days complete bed rest to soothe my nerves which are causing constriction pain in my head and continuous nausea.

I am apologetic to apply for leave during this busy season. On the other hand, I had completed the report I was working on and will email the same to you shortly for your review. After leave, I will put in extra efforts to patch up the pending work.

I will be very thankful if you will grant me a two day leave of 4 and 5 March, 2016. Thank you in advance for your consideration.

Sincerely,

(Signature)

Laura Kristen
Employee #: 4455