Sample Sick leave letter

Sandra Williams,

Senior Assistant,
SyntelPro Solutions

21 January 1999.

To

Mr. Daniel Carter,

HR Manager,

SyntelPro Solutions,

Wyoming.

Dear Mr. Carter,

I am writing to you to inform to you that I may not be able to attend office for a week from now i.e., from 21 January to 27 January, as I am down with flu. I have been advised by the doctor to take plenty of bed rest for faster recovery. I regret the inconvenience caused to the firm because of my illness.

However I am glad I could meet the deadline set to me for the report of Handles Agency. I have sent it to you for your approval. I am willing to put in extra efforts to reimburse the delay at work once I am back from my sick leave.
Thanks and regards,

Sandra Williams,

Senior Assistant

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