**LEAVE OF ABSENCE LETTER FOR WORK**

May 1, 20XX

111) 789-3456
abc.sampson@email.com

Dear Ms. Turner,

I am writing this letter to inform you that I need to take a sick leave from work due to a severe throat infection. I will need to remain off of work until September 26 bringing my total sick leave to two full weeks.

A letter from my doctor is attached to confirm I need the time off to properly recover without risking my health or the health of my co-workers. I apologize for any inconvenience due to my absence from work.

I should however be able to occasionally check my email and do some work including a few projects I had almost completed before becoming sick from home when possible until I come back to the office. When I return on September 26 I fully intend to do my best to catch up on any work I missed during my absence.

Please let me know if you need further verification from my doctor. If I should require additional time off I will let you know as soon as possible. Feel free to contact me at your convenience should you have any questions or require clarification regarding my sick leave request. Thank you for your prompt attention to this matter.

Yours Respectfully,

XYZ