A SICK DAY Leave Template

Hi [Your Boss’ Name]

Due to a personal illness, I’m going to take a paid sick day today. I plan on checking my email periodically throughout the day but will let you know if my condition worsens and I need to go fully offline. I am going to email [Name of Colleague] to ask her to run the morning check-in meeting I scheduled with the team [or whatever else she needs to help cover].

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

Best,
[Your Name]