**Sick Email Template for Indefinite Leave**

You can refer to the following template if you’re not sure when you will be back at work.

Hi **[Name of your manager or supervisor],**

I’m sending this email to inform you that I can’t come to the office today. I’ve been feeling under the weather since [when the symptoms occurred – yesterday, last night, etc.]. I went to the hospital and the doctor said I’ve got [illness]. The prescribed medication will last for [number of days]. The doctor asked me to stay home so I can completely recover.

Feel free to contact [name of teammate] who will be in charge of my workload for the time being to make sure that all deadlines are met.

**Thank you for understanding,**

**[Your name]**