**Sick Day Leave On Mental Health Day**

Hi [Your Boss’ Name]  
  
Unfortunately, I need to take a sick day today. I will try to check my email this morning and again before EOD, but will probably need to spend the day resting up [if you’re taking a mental health day, you need to actually give your work mind a break!]. (Would you like me to put up an out of office?)  
  
I’m not working on anything that needs to be finished before tomorrow, so I’ll hopefully get back on track first thing tomorrow morning.  
  
Best,  
[Your Name]