***Sick Day leave Basic Template***

Hi (Name),

I wanted to let you know as soon as possible that I will be staying home from work today. Unfortunately, I developed a stomach bug that has made it very difficult to get work done. I went to urgent care last night and was told it should subside within twenty-four hours. I do not expect to be online throughout the day.

While I do expect to be back in the office tomorrow, I’ve asked (colleague’s name) to take over for me today in case any emergencies arise. I do have an important call scheduled with a supplier, but my account counterpart, (Colleague’s name), has agreed to manage the meeting.

Please let me know if there are any additional steps you’d like me to take to ensure the day runs as smoothly as possible in my absence.

Thank you for understanding,

Name of the employee