**LEAVE OF ABSENCE LETTER FOR WORK**

Aug. 8, 20XX   
  
XYZ Company, Inc.

5879 E. Main Street.

San Diego, CA 52618  
  
Dear Ms. Clayton,

This letter is to inform you that I will be taking two weeks of sick leave from August 5 through August 19, as I am currently unable to come in to work due to having contracted influenza.   
  
My doctor has advised that I take this leave to rest, recover and avoid spreading the illness in the office. Please see his note enclosed with this letter. I apologize for any inconvenience caused by this leave and look forward to being able to return to the office as usual once I have sufficiently recovered.

I will complete my current projects from my home when possible and send them in to the office by fax. Once I return to the office on August 19, I plan to put forth as much effort as possible to make up for the lost time. I can be contacted during my leave if there are any questions or concerns. Please feel free to leave me a message by phone at (555)-555-5555 or by email at [email] if any clarification is needed in this matter.   
  
Thank you for your consideration.

Yours sincerely,

Katrina Jacobs