

## Leave application to teacher or principal of school

To,‘

**The Principal/ Teacher**

**(School Name)**

**(School Address)**

**Date:** DD/MM/YY

**Subject:** Application for Fever to Class Teacher

**Respected Ma’am/Sir,**

I would like to inform that I (**Student’s Name & class**) am suffering from fever for the last three days and need leave for a week. My doctor has advised me to stay home for a week.

Therefore, I am unable to attend school for the rest week. I hope you understand my problem and grant me sick leave for three days from Date(dd/mm/yy) To Date(dd/mm/yy).

I would be grateful for your support.

Sincerely Yours,

**Student name**

**Date**

**(Parent’s Signature)**

## Sample Letter for sick leave to manager in office

**Subject:** Sick Leave Required

**Dear Mr/Ms/Mrs. (Recipient’s Name),**

This is to inform you that I am suffering from fever and flu, due to which I won’t be able to come to the office for at least (days). My family doctor has advised me to take a rest at home. I will try to periodically check on my email in case you need any urgent work.

I hope you understand and accept my request to grant me leave from Date(DD/MM/YY) to Date(DD/MM/YY).

**Thank you**  
**Yours Sincerely,**  
**(Employee Name)**

## **Application for sick leave: Sample 2**

Subject: Sick Leave Required

Dear Mr./Mrs. {Recipient's Name},

I am down with fever and flu because of which I will not be able to come to the office for at least {X days}. As per my family doctor, it is best that I take rest and recover properly before resuming work.

I have asked {colleague's name} to check on my clients and will try to periodically check my email if you need anything urgent.

Please grant me leave for the aforementioned period. If you need additional information, please let me know.

Yours Sincerely,  
{Your Name}

## **Application for sick leave: Sample2**

Subject: Application for Sick Leave

Dear Mr./Mrs. {Recipient's Name},

I am writing to let you know that I had developed an acute case of food poisoning last night. I hoped it would go away by this morning, but it looks like I am still unwell.

Please grant me leave for {X days} days so that I can take proper rest. I will join the office after {X days}, once my health comes back to normal.

I have no immediate responsibility regarding the tasks and do not expect any urgencies. Awaiting your approval.

Yours Sincerely,  
{Your Name}

## **Sick Leave Application Sample 4**

Subject: Leave Required

Dear Mr./Mrs. {Recipient's Name},

I am mailing you to inform that I cannot come to the office today{date} as I have come down with a case of flu. I am assuming the flu will take at least {X days} to go away. Thus, I will be back to the office on {date}.

I will be available to answer emails and phone calls if you need urgent help, however, {Colleague's name} will handle my workload today to ensure all deadlines are met.

Thank you for understanding.

Yours Sincerely,  
{Your Name}

## **Sick Leave Application Sample 5**

Subject: Application for Sick Leave

Dear Mr./Mrs. {Recipient's Name},

I won't be able to join the office today as I have symptoms of viral infection. I went to the doctor yesterday and he prescribed {X days} of rest.

I asked {colleague name} to handle my pending tasks, while I am away. I will be available via email for any urgent needs.

I have also attached the doctor's note to this email.

Thank you for understanding.

Yours Sincerely,  
{Your Name}