

Formal Sick Leave Email to Manager

Subject: Sick Leave Email due to Accident

Dear Mr. / Mrs. [Last Name of the Recipient],

This email is to request you approve my sick leave from work for the next 30 days. Today morning, I was on my way to the office. I was on my bike and was crossing the main signal on Lipton Road. Suddenly, a car broke the signal from the opposite road and hit my bike while crossing the road.

I fell hard on the road with my bike on my left leg. Then some people gathered around me and took the bike off of my leg. My leg bone was broken and I could barely walk. Then the ambulance came and took me to the National City Hospital. The doctor performed a small surgery to fix my broken leg bone and prescribed me some medications. She also instructed me to take complete bed rest at least for the whole month.

Therefore, I request you to approve my sick leave from work from [mention Start Date] to [mention End Date]. In my absence, Mr. / Mrs. [mention Name of the Person] will be responsible for all my duties and responsibilities. However, you can always reach me via the contact details given below.

Please find attached to this email the hospital receipt and the doctor's notes and prescribed medications. I hope that you can understand the whole situation. I would love to join back as soon as I recover from my injuries.

Thanks a lot!

Yours Truly,

[Sender Name]

[Sender Contact Details]