

Official Medical Leave Email

Subject: Medical Leave for two Days

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

This is to inform you that I will not be able to come to work for the next two days. This is because I am not feeling well for the whole past week. Yesterday, I had an appointment with my doctor. Upon detailed checkup, he told me that I am suffering from migraine.

He prescribed me some medicines as well as suggested me to take complete rest for at least two days. Therefore, I request you to kindly allow me this leave of absence for two days from [mention Start Date] to [mention End Date].

In my absence, [mention Name of the Person] will be responsible for my duties. However, you can still reach me via the contact details given below. Hopefully, you will understand my situation. As soon as I start feeling good again, I will be back to work.

Please find attached to this email a copy of the doctor's notes.

Thanking you in anticipation.

Best Regards,

[Sender Name]

[Sender Contact Details]