

Professional Sick Day Email Format

Subject: Absence from Work due to Injury

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

I am writing this email to notify you of my absence from work for today, dated [mention Date], [mention Day]. The reason is that I accidentally fell from the staircase of my house when I was running late for the office this morning.

Luckily, I got no severe injuries. However, I fell on my right arm due to which it got swollen. The doctor told me to take a day off from work and rest for the complete day. He also prescribed me some medication that will heal the arm within 24 hours.

So, I request you to accept my absence from work for today. Please find attached to this email the doctor's notes and the prescribed medication. In case of emergency, you can contact me via the given below contact details.

Thanks a lot!

Sincerely,

[Sender Name]

[Sender Contact Details]