

SICK DAY EMAIL EXAMPLE

If You Don't Have Any Sick Days

Hi Anna,

Unfortunately, I woke up feeling too sick to come into the office today. I plan on taking an unpaid day off to rest up and get better. I will check my email periodically in case any questions come up for you or the team.

Please let me know if you have any questions. I hope to be back in the office tomorrow!

Best,
Kit

Administrator Email Report Sick Time

Marcel A. Müller

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