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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to ask for sick leave in advance. This letter is suitable for situations such as asking for time off to have an operation. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR SICK LEAVE**

I am writing to ask for sick leave.

I would like to take sick leave on the following dates:

[INSERT DATES ON WHICH YOU WOULD LIKE TO TAKE SICK LEAVE]

The reason I need to take time off is as follows:

[EXPLAIN WHY YOU NEED TIME OFF DUE TO ILLNESS OR INJURY]

Thank you for considering this request. I look forward to your hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]