**Sick Leave Application for Office**

Subject: Sick Leave Application

Dear Mr./Mrs. Supervisor/Manager Name,

I would like to notify you that I am suffering from a severe viral infection. So, I am unable to work as I am feeling very weak.

As advised by the doctor, I have to take medicine for at least five days with sufficient rest. I have attached a medical certificate given by the doctor. This confirms the time required to recover from the illness.

I would request you to permit me a week-long sick leave, until [date]. If I need an extended period off, I will let you know as soon as possible.

Please feel free to contact me for any clarification regarding the ongoing project. Thank you for considering my five days of sick leave application.

Sincerely,

[Employee Name]