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SICK LEAVE LETTER

To whom it may concern,

Please accept my written notification regarding my absence for this day
_____ until _____ due to _____.

I would like to file a sick leave for the said dates. The doctor advised me to rest and take a day off for 3-5 days.

I will submit the doctor's note or the medical certificate once I come back on
_____.

Kindly contact me if you need any clarification regarding this letter.

Thank you for your consideration.

Sincerely,



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