Subject: Leave Required

Dear Mr./Mrs. {Recipient’s Name},

I am emailing to inform you that I cannot make it to the office today{date} as I have come down with a case of flu. I am assuming the flu will take at least {X days} to go away. Thus, I will be back to the office on {date}.

I will be available to answer emails and phone calls if you need urgent help, however, {Colleague's name} will handle my workload today to ensure all deadlines are met.

Thank you for understanding.

Yours Sincerely,

{Your Name}