



Please feel free to use the 4 email templates below

Best,

*LA Outpatient Center*

## **Requesting in Advance with PTO**

Hi [SUPERVISOR'S NAME],

Just letting you know that I will be taking a personal day on [DATE], so I will be out of office. I will make sure to wrap up any pressing responsibilities before then so that everything will still run smoothly during my absence.

Let me know if you have any questions.

Thanks!

[YOUR NAME]

## **Requesting Unexpectedly with Sick Leave**

Hi [SUPERVISOR'S NAME],

Unfortunately, I am feeling unwell and will need to take a sick day today, [Date]. I have notified [COWORKER], and [she/he/they] will be able to take care of anything urgent that may come up.

Thanks for your understanding,

[YOUR NAME]

With the Details

## Requesting in Advance with PTO

Hi [SUPERVISOR'S NAME],

I'd like to request a mental health day on [DATE]. I am having trouble maintaining my ideal level of productivity at work and would like to take the day off to recharge and focus on my mental well-being. I can wrap up and address any time-sensitive matters beforehand so that everything will still run smoothly during my absence.

I want to better position myself to do my best work for both this company and my coworkers, so I would greatly appreciate your support. Let me know if you have any questions or concerns I can address.

Thanks!

[NAME]

## Requesting Unexpectedly with Sick Leave

Hi [SUPERVISOR'S NAME],

Unfortunately, I am struggling with my mental health today and need to take a sick day. I have notified [COWORKER], and [she/he/they] will be able to take care of anything urgent that may come up.

I anticipate coming back tomorrow in a better place to bring my best work. Thank you for your understanding!

Best,

[YOUR NAME]

