Date:

To Whom It May Concern

This is to inform you that Leo Said has been my patient and I request you to excuse him from work on an immediate basis until [mention date]. I have checked him thoroughly and he has sore and strep throat including muscle fatigue and cold cough. While he will be at the workplace his coworkers will be in danger of being contaminated with this disease. To let it stop, I recommend one week’s absence as a medical leave from the workplace and recommend spending time taking fluids and getting rest.

On [mention date] he has a follow-up visit with me and I am hopeful that he will be provided with a clean health bill and will be able to return to the workplace soon. This will only be possible if he follows my recommendations. In case you have concerns regarding this, you can visit my office or contact me. Thanks a lot for considering this matter.

[Your Name]  
[Business location]  
[Contact]

[Business Address]

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_