**Subject: Sick Leave Approval for [Employee's Name]**

Dear [Employee's Name],

This email confirms your approval for sick leave from [Start Date] to [End Date], a total of [Number] days.

As per our company's leave policy, you are entitled to [Number] days of sick leave per year. Please ensure that you provide any necessary medical documentation once you are healed and well.

To ensure a smooth transition, we have made the following arrangements to cover your workload during your absence: [mention any specific arrangements made].

Please take the time to recover. If you need any help, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]  
 [Your Position]  
 [Company Name]