

PRIYANKA DESAI

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Date: DD, MM, YY

Dear Hiral,

I would want to inform you that I have been diagnosed with jaundice and have been advised bed rest for 2 weeks by the doctor. I am writing this letter to you to inform you that I would require leaves from 10th March till 25th March for the same reason.

A medical report from my doctor is attached to confirm that I need time off to completely recover without risking my health or the health of my co-workers. Please let me know if you need further reports / verification from my doctor.

You can reach me any time, in case any update in terms of work is required. If I should require any additional time off, I will let you know as soon as possible. Please feel free to connect with me at +91 876xxxxxxx should you have any questions or clarifications regarding my sick leave request. Thank you for your prompt attention to this matter.

Yours respectfully,

Priyanka