Leave Application Due to illness of family member.

Dear Mrs. Nibedita Gon,

I am writing this document to let you know about my requirement for an important and unexpected leave. This is because of an emergency in the family.

I have to travel to Mumbai to visit my grandmother who is suffering from diabetes and heart problems. She is 84 years old and has been suffering from similar health problems in the recent past.

I plan to return to work on Monday i.e. 21st of December 2020. I sincerely apologize for my absence on the last day of simulation lab. I assure you that I will make up for the lost time.

I appreciate your support in this matter.

Yours Sincerely,

Aditya Kulkarni