C/O ERIC TWUMASI ADDAI

FOOD AND DRUGS AUTHORITY

SHIASHI-ACCRA

4TH MAY, 2025.

THE HEADMASTER

ASSIN STATE COLLEGE

P.O. BOX 25

ASSIN –BEREKU.

DEAR SIR,

REQUEST FOR SICK LEAVE DUE TO PREGNANACY-RELATED HEALTH

I HOPE THIS LETTER FINDS YOU WELL. I AM WRITING TO FORMALLY REQUEST FOR SICK LEAVE FROM THE 28TH OF APRIL 2025 TO THE 9TH OF JUNE 2025 DUE TO PREGNANACY RELATED-HEALTH CONCERNS. MY DOCTOR HAS ADVISED ME TO TAKE THIS TIME OFF TO ENSURE MY WELL-BEING AND THAT OF MY UNBORN BABY.

I HAVE ATTACHED THE NECESSARY EXCUSE DUTY FORM FOR YOUR REFERENCE. I WILL THEREFORE COODINATE WITH MY HEAD OF DEPARTMENT TO ENSURE A SMOOTH TRANSITION DURING MY ABSENCE.

PLEASE LET ME KNOW IF ANY FURTHER DOCUMENTATION OR FORMALITIES ARE REQUIRED. I APPRECIATE YOUR UNDERSTANDING AND SUPPORT DURING THIS TIME.

THANK YOU FOR YOUR CONSIDERATION.

SINCERELY,

DIANA ASARE BOATENG

(GEOGRAPHY TEACHER)