

Date: 03/12/2022

Name: Dhiren Panchal

Mobile no:9722232058

To

IFFCO-TOKIO

Sub.: Reimbursement of medical Leave

Dear Sir/Madam,

I would like to request you to reimburse me the medical leave by me recently. I was admitted to a hospital for 6 days for treatment of left leg surgery. I have been discharged from 21/11/2022. I was taking bed rest of 1 week. Kindly note the following details in this regard.

- i. Name of the Employee: Dhiren Panchal
- ii. Company name: TOYOTA Material Handling India PVT Ltd.
- iii. Designation: DET-Service engineer
- iv. Employee code: 10759
- v. Hospital name: GCS medical college, Hospital and Research Center
- vi. Insurance claim no: 5775713
- vii. Medical reason/disease: left leg pain (remove the plate)
- viii. Date of admission from hospital: 16/11/2022 to 21/11/2022
- ix. Date of bed rest: 21/11/2022 to 25/11/2022
- x. Date of join job: 26/11/2022

I have also attached document regarding GPA form with this application.

Signature,



Date:

03/12/2022