

Head of Department

it Department

XYZ Company

Date: 14/11/2019

Subject: sick Leave Application

Dear Sir,

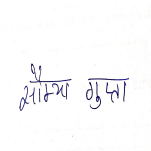
My name is Somya Gupta, employee id somya, of it Department, team number 123.

I want to apply for leave from 2019-11-15 to 2019-11-15 due to cough.

I will be obliged if you consider my application for approval.

Yours sincerely,

Somya Gupta

A small, square, light blue stamp containing a handwritten signature in blue ink. The signature appears to be 'Somya Gupta'.