To

The

Head of Department

Electronics & Communication Engineering Department

MNNIT Allahabad

Date:

Sub:” **Response to Notice No: , Requesting Medical leave** “.

Respected Ma’am,

This is to inform you that I have been suffering from chronic pain due to infection liver, pancreas and stomach ulcers. I have been taking treatment from last 3-4 months. And my health condition keeps deuterating, I have lost 15 kg weight during this duration and I have been on leave from **DATE**, because I was unable to walk or stand due to weakness, low Blood Pressure and reoccurring fever.

On 7th and 8th August I was feeling fine, so I thought I would be able to join for assigned examination duty. But due to extreme weakness, suddenly my Blood Pressure drops and fever came back. So, I failed to join for my examination duty and my health condition was too bad that I even fail to inform my absence in advance.

I sincerely apologize, and assure that such uninformed absence will not be reoccur in future.

Kindly allow me for medical leave for this duration **(DATE)**. I have attached medical certificate form my Doctor.

Thanking you

Yours faithfully

Prateek Raj Gautam

SRF (2016rel10)

ECED MNNIT Allahabad