

Veer
VIT Chennai,
Chennai, 600017
Date: 11-04-2024

Head of Department [Receiver]
CSE
VIT CHENNAI
Kelambakkam
Chennai, 600017

Subject: Application for Medical Leave

Respected Sir,

I am writing to request a medical leave of absence starting from 11th April 2024 due to eye surgery. The recovery period as advised by the medical practitioner is one week. Hence, I anticipate resuming my duties on 18th April 2024.

I have attached the medical certificate and the doctor's leave note with this application. I am also ready to fill out the official Medical Leave Application Form and provide any other necessary documentation required.

Sincerely,
Veer