

Sarath Rajan S
23/25, Priyadarshini Flats, Chennai
Chennai, 600096
Date: 11-04-2024

HOD
VIT Chennai
Kelambakkam
Chennai, 600017

Subject: Application for Medical Leave

Respected Sir/Madam,

I am writing to request a medical leave of absence starting from today, [date] due to Eye Surgery. The recovery period as advised by the medical practitioner is 9 days. Hence, I anticipate resuming my duties on 20th April.

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,
Sarath Rajan S