

Sarath Rajan S
11G, Heavens apartment, OMR
Chennai, 600031
Date: 12-04-2024

HOD
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 [Start Date] due to [Eye Surgery]. The recovery period as advised by the medical practitioner is [duration of leave]. Hence, I anticipate resuming my duties on [Expected Return Date].

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