

To,

The Coordinator of Calcutta Tube Company,

Paradip Refinery

(Through the Proper Channel)

Sub: Sick Leave Application due to Surgery

Respected Sir,

With due respect, I am writing to inform you that I am Ranjan Kumar Das, an employee of your esteemed company, holding the position of Painter. I regret to inform you that I am facing a health issue - Piles, which has become quite severe. After a thorough medical examination and consultation with my doctor, it has been recommended that I undergo surgery as soon as possible to prevent any further complications.

Due to this surgery, I will not be able to attend work from 11th October 2023 to 30th October 2023. I am planning to return to work on 30th October 2023, upon completion of my recovery period. I will provide the necessary medical reports as evidence of this leave upon my return.

I kindly request your understanding and approval of my leave application during this period. Your support in granting me this leave would be greatly appreciated.

Thank you for your consideration.

Sincerely Yours,

Name: Ranjan Kumar Das

Designation: Painter

Contact No: 9937344028