

To  
Rafsan Hossain  
Dotted Supervisor  
STA  
Mohakhali, Dhaka

Subject: Formal Notification of Sick Leave on July 7 and 10.

Dear Rafsan Hossain,

I hope you are doing well. I am writing to formally submit my July 7 2025, July 10, 2025, sick leave application.

On that day, I was feeling unwell due to an extreme fever, headache and general weakness. As a result, I could not attend work and informed my supervisor about my health status.

This application is being submitted to fulfill the official documentation Requirements.

I appreciate your understanding and support.

Sincerely,

Soubir Saian Mallick  
Backend Developer  
STA  
ID: 19820  
Date: 30 July 2025