

Leave Letter

From :

To :

Dear Sir,

I am working as a Software Engineer with employee ID – RPE098. I would like to inform you that I have been tested positive for Covid-19, and my symptoms are getting severe. I had to consult the doctor as my oxygen levels were fluctuating. The doctor has advised that it is best to be admitted to the hospital for a few days and so I request you to kindly grant me sick leave for shall be grateful to you for the same.

Thanking You !

Date

Yours Obediently,