Subject: Leave Application for Eye Surgery

Sir,

I am writing this mail to bring this to your notice that I have to undergo a minor eye surgery

which is scheduled on 23rd January. I will be unable to come to the office till 30th January

2020 and will rejoin positively by 31st January. I am ensuring that all of my work for the week gets completed before I leave. If anything remains, it will be taken care of by my colleague

Gurleen. I would be more than obliged if you accept my application and grant me leave for

the above-mentioned dates.

Thank You

Bhushan

