**Email Etiquettes**

**Assignment 2**

Subject: Sick Leave Application

Dear Sir/Ma'am

This is to bring to your kind notice that I won’t be able to join the office today.

I’ve been feeling ill since last night. I visited the hospital, and the doctor said I’ve got a severe illness. The prescribed medication will last for 2 days. The doctor asked me to take bed rest so that I can completely recover.

Please feel free to contact (Arun Lachheta) who will be taking care of my workload till the time I am not in office to make sure that all the deadlines are met.

**Thank you and Regards**

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