

To  
Rafsan Hossain  
Dotted Supervisor  
STA  
Banasree, Dhaka

**Subject: Formal Notification of Sick Leave on May 23**

Dear Rafsan Hossain,

I hope you are doing well. I am writing to formally submit my July 30 and 31 , 2025, sick leave application.

On that day, I was feeling unwell due to a fever 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,  
Kazi Md. Arif Ishtiaque  
Backend Developer  
STA  
ID: 19449  
Date: 02 July 2025