

## Leave Request Email

Dear Kartik Sir,

I am requesting for a 1-week leave from tomorrow because of my ill health. I have been under the weather for ten days, and when my health did not improve, I finally decided to go to the doctor yesterday.

I tried managing my health so that it does not affect my work, but yesterday my doctor advised me total bed rest for five days. The doctor assured me that whatever I have is no contagious, and so none of my colleagues are at risk.

I have talked to [name] for helping out here while I am on leave. I will be starting my leave tomorrow because if I do not do so, it may lead to the further detriment of my health.

Hoping a positive response.

Thank you.

Yours Sincerely,

Rubilo

