Date: 1 June 2026

To,
Ms. Anita Desai
HR Manager
Northwind Solutions Pvt. Ltd.

Subject: Application for sick leave

Dear Ms. Anita Desai,

I am writing to inform you that I am unwell, with high fever and a throat infection, and my doctor has advised rest. I therefore request sick leave for two days, from 10 June 2026 to 11 June 2026.

I will submit the medical certificate when I rejoin. I have informed my team about my pending work, and I will be reachable on +91 98450 12345 if anything urgent comes up.

Kindly grant me leave for the above period.

Thank you,

Rahul Sharma
Senior Accountant, Finance
Employee ID: EMP1024