

English Format:

To,

The [Manager's Name]

[Company Name]

[Office Address]

Subject: Application for Sick Leave

Respected Sir/Madam,

I am writing to inform you that I am not feeling well due to [mention your illness - fever, flu, etc.]. I kindly request y

I assure you that I will resume my work as soon as I feel better and will complete all pending tasks.

Thank you for your kind consideration.

Yours sincerely,

[Your Name]

[Employee ID]

[Department]

Hindi Format:

██████████ ██████████,

██████████ ██████████/██████████,

[ ][ ][ ][ ][ ] [ ][ ] [ ][ ][ ][ ]

**REMARKS:** \_\_\_\_\_

■■■■■/■■■■■,

**[REDACTED] [REDACTED], [REDACTED] [REDACTED]**

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□ □ □ □,

[REDACTED] [REDACTED]

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