Your Name

Date

Recipient Name

Title

School Name

Street Address

City, ST ZIP Code

Dear: Recipient Name

Hope this letter finds you in the best of your health.

I just visited the HR department yesterday to find out regarding my annual and casual leave balance. I was glad to know that I have a good amount of leave balance available. As you know, the past few months have been very hectic and tiring for me due to hiring new teachers and training them. It sounds easy, but it is a very difficult task.

But not just that, I was working along with other teachers for the result preparation for students and their appraisals. Meetings are very challenging for teachers as discussing the performance of students with parents always come with mixed responses. This very hectic and stressful work routine has made me fall sick. I had seen my doctor and he advised me to take bed rest for at least a week. This will help me regain my energy and get rid of any stress. He has also prescribed me some medicines which I have already started to take, and they are bringing improvement. I would like to apply for one week’s sick leave. In my absence, Ms. Lucy will look after all my responsibilities.

I can be reached by email and calls at any time.

Sincerely,

Your Name