08-01-2020  
Edirne Hamilton

Manager

Chicago IT Consulting Firm  
Brooklyn, FG56

Dear Ms. Hamilton,

I am writing this email as written documentation regarding my absence from the office about which I had informed you yesterday that I want to take a leave due to my poor health condition. I am suffering from a brain tumor and I have to go through my brain’s surgery to get full recovery and for this purpose, I need to leave for at least one month. I have attached my doctor’s medical certificate with this email and my leave will start from 12-01-2020 to 12-02-2020. In case I want further leave I’ll inform you, but hopefully, I will join you back on 15-02-2020.

If you want that I should hand over my work to anyone else in the office, you can tell me. I will request Mr. Steve to take control of my work in my absence as when he was on leave, I had completed his project and he also knows the condition of my work very well. I hope you will give a kind consideration to my request of the month off.

Sincerely,

Mark Steven