Date:

**Re. Absence from Work because of COVID Vaccination**

Dear Sir,

This is Jamaica Linford from the Department of Planning and Development. The purpose of writing this letter to you is to inform my absence from work because of the COVID vaccination that I have been jabbed. I have been given the COVID Vaccination that was introduced by the local government of San Diego, CA in coordination with Jubilee House of Medicines and Welfare.

The vaccination is comprised of two cycles. In the first cycle of vaccination, the first shot of vaccination is given to the client and given three days immunization. In the second cycle, two injections are given in a single shot and final immunization is given with ODMC. I have been subjected to the first cycle of vaccination and for that, I have been advised to stay at home for three days because of immunization and post-vaccination prevention as instructed by COVID Vaccination Instructor (report attached).

As I am going through the first cycle of immunization, I need three days off from work so that I can stay at home and complete the prescribed vaccine cycle. As I am unable to attend office and cannot handle work from home, I appeal you to give me three days leave from work. I shall be thankful. I have attached my vaccination certificate and report card by the COVID Consultant and Vaccine Instructor for review. Please respond to me at [X]. Thank you.

Regards

Jamaica Linford  
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