Date:

**Re. Absence for COVID Vaccination w.r.t. COVID Consultant’s Instructions Letter Attached**

Dear Sir,

I am writing this letter to inform my absence from the office as I have been inoculated with the first jab of COVID vaccination. As you know the company has introduced a new policy of working in the office and working from home. According to the policy of working in the office, every worker needs to get vaccinated before coming to the office in person.

In the notification 379-21, it was notified to the employees of all ranks to get vaccinated before the company starts the physical presence of the employees to bring the normal schedule back. I have been inoculated with the first shot of the vaccination on 14th June 20XX. The vaccination has been given in by the Federal Ministry of Health in coordination with CCD-COVID in the Lyster-California Camp-00992. The vaccination consists of two inoculations and the second shot must be given after a period of 18 to 21 days.

The COVID consultant Dr. Yuval Trunk has prescribed me to stay at home and quarantine for the first three days after taking the first jab. He has instructed me so in case of any post-vaccination symptoms and I have been suffering from flu and bad throat since my first jab. According to the prescription, I would stay at home for four days. During my stay at home, I plan to work from home and not appear in the office physically to curb the PVS (Post-Vaccination Symptoms).

Therefore, I could not attend the office yesterday and that is why I am unable to work in the office for four days i.e., from 15-06-21 to 18-06-21. During these days I shall partially work from home and put most of the projects in the work-line. I shall be grateful to you for the approval of this undertaking the reason behind my request. Thank you in anticipation.

Regards

Jon Hester  
Assistant Finance Manager  
I-SAPS, Boston, California