Date:

Name of the manager

Company’s name

**Subject: Work from home request due to illness for [XYZ].**

Dear Sir/Madam,

I would like to let you know that I have been suffering from chronic kidney disease for the last couple of years. As the time elapsed, my illness worsened and now, I cannot come to work due to severe pain in my back. I am unable to come to work due to my illness unless I am completely cured.

My doctor has told me that my health condition is not good enough to work in the office environment and I should either resign from my job or request my employer for permitting me to work from home.

I understand that these days, there is an immense workload, and you might find it hard to allow me to not work in the office. I am confident that I can manage my work from home if I work on my laptop for a few numbers of hours. I assure you that I will be available virtually as and when you need me.

It is a humble request to you to please allow me to work from home for 16th April 20XX to 26th April 20XX. I assure you that I will be back to a routine office environment after these ten days.

Kindly accept my request and allow me to work from home for the said duration.  I am looking forward to your kind response

Regards,

Name of the employee

Designation in the company

Signatures

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