

To,
The Principal,
Sabang Sajanjikanta Mahavidyalaya,
Lutunia, Sabang,
Paschim Medinipur - 721166

Subject - Application for Medical Leave (ML)

Respected Sir,

This is for your kind information that today's I am not feeling well because I was suffering from fever/ _____ related problem past two/few days. In due course I had already been consulted with the Doctors / General Physician/Medical practitioners on dated/...../..... .

I am still unable to perform the normal duty and as per Doctor's advice I need to bed rest at least days. So, I, therefore, request you to grant me Medical Leave for days on and from/...../..... to/...../..... .

Hope you will consider my application on medical emergency ground.

Yours faithfully,

[Signature with Date]

Mr./Mrs/Miss/Dr.

Designation:

Department of

Enclosers:

1. Medical Certificate / Prescription mentioning the bedrest for certain periods due to specific problem as diagnosed by the Hospital / Registered Medical Practitioner

To,
The Principal,
Sabang Sajanjikanta Mahavidyalaya,
Lutunia, Sabang,
Paschim Medinipur - 721166

Subject – Joining Reports after Medical Leave (ML)

Respected Sir,

This is for your kind information that today's I am now feeling well after treatment under medical treatment over supervision by the Doctor/ Medical practitioners on and from dated/...../..... to/...../..... .

I am now fit to perform the normal duty and as per Doctor's certificate (Medical fit certificate) enclosed herewith for your kind consideration. Now I want to join my duty from today/...../..... (Fore noon) which may kindly be accepted.

Yours faithfully,

[Signature with Date]

Mr./Mrs/Miss/Dr.

Designation:

Department of

Enclosers:

1. Medical fit certificate received from the Hospital / Registered Medical Practitioner