

## Leave Application for Loose Motion

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supervisor's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Leave Application Due to Loose Motion

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to inform you that I am currently unwell and experiencing a case of severe loose motion. Following consultation with my healthcare provider, it has been recommended that I take some time off to rest and recover.

I am requesting a leave of absence from work for the next [number of days] days, starting from [start date]. I assure you that I will make every effort to complete and hand over my pending tasks to [colleague's name] before my departure.

If needed, I am willing to provide a medical certificate to validate my health condition. I believe that taking this leave is necessary to focus on my recovery and prevent the spread of any illness to my colleagues.

I plan to resume work on [proposed return date], but I will keep you informed of any changes to this schedule. I appreciate your understanding in this matter and am committed to ensuring a smooth transition during my absence.

Thank you for your consideration.

Sincerely,

[Your Full Name]  
[Your Employee ID]  
[Your Signature, if sending a hard copy]