

Leave Letter for Fever Recovery

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

[Recipient's Name]
[Recipient's Position/Organization]
[Company/School Address]
[City, State, ZIP Code]

Subject: Leave of Absence Due to Fever Recovery

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about my recent recovery from a bout of fever, and I would like to request leave from work/school to ensure a full and complete recovery.

Following a period of illness, my doctor has advised me to take additional time to rest and regain my strength. As a result, I am requesting a medical leave starting from [start date] to [end date]. I have attached the medical certificate provided by my healthcare provider for your reference.

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I am willing to delegate tasks, provide guidance to a colleague or a substitute, and make myself available for any necessary communication.

I kindly request your understanding and support during this recovery period. I will keep you updated on my progress and will provide any additional documentation if required.

Thank you for your understanding.

Sincerely,

[Your Name]