

Leave Letter for Throat Pain to (Office)

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

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

Subject: Leave Application for Throat Pain

Dear [Supervisor's Name],

I am writing to inform you that I am experiencing severe throat pain, which has made it difficult for me to speak and perform my work duties. As per my doctor's advice, I need to take some rest and undergo treatment to recover from this condition.

Therefore, I request a leave of absence from work starting from [date] to [date]. During this period, I will be undergoing medication and rest to recover and return to work as soon as possible.

I have informed my colleagues about my absence, and I have completed all my pending work before taking leave. I will also ensure that I catch up with any missed work and complete any pending assignments as soon as I return to work.

Thank you for your understanding and support during this time.

Sincerely,
[Your Name]