**To**

**[The Recipient Name]  
[Designation]**

**Re. Excuse for Absence due to Covid-19 Vaccination**

Dear Sir, I am writing this letter to excuse my absence from work on [DATE]. My absence on the said date created multiple issues at the workplace as the day was marked with the appointments of fresh candidates for the position of Research Assistant in the Department of Planning and Development. Being a Senior Research Fellow and Program Manager, my presence for the appointments was mandatory and had to be on the dot. As I understand the necessity of immediate action, I request you to excuse my absence.

Unfortunately, my appointment for the vaccination against Covid-19 collided with the date of recruitment of fresh candidates. For this, I had to travel 4.7 miles to get my first job as the canceled appointment were not to be rescheduled till [DATE]. On [DATE], I received a policy letter from Human Resources, where it was made mandatory to get the vaccination before [DATE] otherwise a fine of $[X] had to be imposed. To get myself vaccinated completely before the deadline, I was in no position to cancel my appointment for the vaccination.

On [DATE], I got my first dose of vaccination [NAME THE VACCINATION] from [NAME THE HOSPITAL YOU GOT VACCINATED FROM]. Sir, I request you to excuse my absence on the mentioned grounds. Moreover, there was a miscommunication countered by the Human Resources on my leave for the day. Please respond to me at [EMAIL]. I am looking forward to hearing from you. Thank you.

Regards

[Your Name]  
[Designation]  
[Department Name]