**To**

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

**Re. Absence from Work due to Covid-19**

Dear Sir,

I am [NAME], the [DESIGNATION] in your firm. On the immediate efficacy of the law changed on the company’s employment policies on [DATE], all the employees were directed to get themselves fully vaccinated. Moreover, it was told by the SMS service of the company, the employees with no vaccination or partial vaccination shall not be permitted to work until they get themselves fully vaccinated and the salary for all the days not worked shall be deducted from the monthly income.

Sir, I did not get myself vaccinated till [DATE] due to prolonged flu and cough. After getting the warning letter, I got myself vaccinated with the single-dose vaccination i.e. [NAME THE VACCINATION] from [NAME THE VACCINATION CENTER] on [DATE]. I have enclosed my vaccination certificate for evidence.

After getting myself vaccinated, I got seriously ill and caught the vaccination’s side effects. I had to go through the prolonged flu and fever for more than a week. Due to the sudden deterioration, I was unable to inform the office about my absence. With the sudden decline in my health and everyday worsening flu, I was unable to foresee any chances of getting into a normal working routine before more than a week. I wrote an email to the ESM of the company, but unfortunately, the email crashed into the spam folder, and I could not deliver my message.

Given that, I am writing to you to please notify the relevant departments to approve my emergency paid sick leave (EPSL) for one week from [DATE] to [DATE]. I am looking forward to your kind remarks on this. Please respond to me with immediate approval otherwise my name will be put into the yellow workers' zone, and I will lose my incentives for the month of [MONTH]. Please respond to me at [EMAIL]. Thank you.

Regards

[Your Name]  
[Designation]  
[Department Name]