**To**

**[The Recipient Name]  
[Address]**

**Re. Leave Application for Home Quarantine**

Dear [NAME], this letter has been written to request fourteen days’ leave from work as I have tested positive for COVID-19, the Omicron variant. After the confirmation, CDC has recommended self-quarantine at home and not mixing up with the people around me.

Moreover, I have been recommended to take complete rest for ten days or till the symptoms of recover. Due to the quarantine and sickness with COVID-19, I cannot come to the office for fifteen days.

On [DATE], I had mild symptoms of COVID-19 including body aches, flu, and mild fever. Firstly, it was thought to be a common cold but later, with the loss of smell and taste, my physician suggested me to go through a thorough chest examination, PCR, and Covid testing. Unfortunately, I tested positive for Covid-19, the SARS-Cov variant.

As I have been tested positive, I am self-quarantined at my home. Due to the sickness, I am unable to take up work from home as I am having body aches and fever.

My medical consultant has also recommended taking complete rest and getting two weeks off from work for a few days.

I will start working from home after getting recovery signs or loss of covid symptoms. Please approve my leave for fifteen days. I have attached my medical certificate and an examination report by [NAME THE LAB]. Please ask me if there are any queries. Respond to my letter at your earliest. Thank you.

Regards

[Your Name]  
[Designation]