DATE

24 November 2026

PLACE

Kathmandu

Leave Application

To,
The HR Manager,
Gorkha Distributors Pvt. Ltd.
Teku, Kathmandu

Subject: Application for sick leave

Respected Sir/Madam,

I work at Gorkha Distributors Pvt. Ltd. as Sales Officer in the Sales department.

I have been diagnosed with typhoid and the doctor has advised complete rest. I request sick leave from 24 November 2026 to 27 November 2026 (4 days).

During my leave Anil Thapa will look after my work.

Attached

01 Doctor’s certificate and prescription

Yours faithfully,

APPLICANT

Bikash Gurung
Sales Officer, Sales. ID GD-0418. Phone 98XXXXXXXX.

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