



Our Ref: .....

Your Ref: .....

GHANA EDUCATION SERVICE  
KUMASI METROPOLITAN EDUCATION DIRECTORATE  
P.O. BOX 17  
KUMASI-ASHANTI

Dear Sir,

### APPLICATION FOR SICK LEAVE

I respectfully write to inform you that I am not well and have been advised by the doctor to take some time off to rest and receive treatment. Due to this condition, I will not be able to attend to my duties for a short period.

Therefore, I kindly request to be granted sick leave from [start date] to [end date] so that I can fully recover and return to work in good health. I will ensure that I resume my duties immediately after my recovery.

I hope my request will be given favourable consideration.

Thank you.

Yours faithfully,

.....  
Samuel Acquah

