Date: 30 July, 2018

The General Manager (HR)

Gas Transmission Company Limited (GTCL)

Through: Proper Channel

Gas Transmission Company Limited (GTCL)

Dear Sir,

With due respect and modest compliance, I undersigned supplicate to you that I have been suffering from jaundice since 1st July, 2018. I have already taken sick leave from 1st July to 30th July as par doctor’s prescription. But still now I am not totally fit to join work. Doctor has suggested me to take rest additional 15(fifteen) days for complete cure. I beseech to you for additional 15(fifteen) days sick leave (31th July to 14th August, 2018)

I, Therefore, ardently entreat to you that you would be kind enough to endorse me additional 15(fifteen) days sick leave (31th July to 14th August, 2018) and oblige thereby.

Thanking You

Insun Ali

Assistant Officer

Recruitment and Training Department

Gas Transmission Company Limited (GTCL)