
Sick Leave of Absence Letter

Quantum Tech Industries

2345 Circuit Ave

Silicon Valley, CA, 94025

Date: March 29, 2024

Michael Thompson

6789 Wellness Drive

Healthy City, NV, 89501

Dear Mr. Thompson,

Subject: Approval of Sick Leave of Absence

We have received your sick leave request and medical documentation submitted on March 25, 2024. After reviewing the provided information, we are writing to inform you that your sick leave of absence has been approved. We understand the importance of your health and well-being and encourage you to take the necessary time to recover fully.

Below are the details of your sick leave arrangement:

- **Leave Duration:** March 30, 2024, to April 20, 2024
- **Type of Leave:** Medical/Sick Leave
- **Point of Contact:** Jessica Lee, your team supervisor, will be your primary contact during your absence and will facilitate the transition of your current projects and responsibilities.

To ensure a smooth process and continuity in your absence, we have temporarily delegated your duties to your colleagues in the team. We trust that this arrangement will allow you the peace of mind to focus on your health and recovery.

We appreciate your proactive communication in this matter and your dedication to your role at Quantum Tech Industries. Your health is a priority, and we wish you a speedy and complete recovery. Please keep us updated on your health status and notify us of any changes to your expected return date.

Should you require any specific assistance or have questions regarding your leave or benefits, please contact our Human Resources department at hr@quantumtech.com or (800) 123-4567.

We look forward to your return to full health and to having you back at work. Get well soon, Mr. Thompson.

Sincerely,

Claire Rodriguez
Human Resources Manager
Quantum Tech Industries
claire.rodriguez@quantumtech.com