

SICK LEAVE LETTER

August 21, 2025

RETZI SERFINO
DistrictSalesOfficer
PharmaNutria N.A(BacolodCity)Inc.BacolodCity

Dear Miss Ching,
Good Day,

I hope you are doing well.I am writing to formally request a sick leave, [August 20-21,2025].

Last August 19, I was having chills and up to this day my fever was not going down from 41 degrees. I am experiencing episodes of vomiting, cough and runny nose. I am currently at Riverside Medical Center having a consultation and I am required to have a CBC laboratory test, Dengue and Salmonella and Urinalysis test later. I will forward my result once it's already been released.

I truly appreciate your understanding during this time. If there's anything urgent that requires my attention, I will do my best to respond when I'm able. Otherwise, I'll make sure to catch up on any missed responsibilities once I'm back and feeling better.

Thank you again for your consideration and support.

Sincerely,


Joyce Ann Malan- JPR