



Doctor's Letter

[Your Company Name]

[Your Company Address]

[Your Company Number]

[Your Company Email]

January 15, 2051

To Whom It May Concern,

I am writing to confirm that John Smith, born on March 3, 2025, has been under my care for the treatment of a respiratory infection. Due to this condition, they are advised to take leave from Acme and Luke Corporation from January 15, 2051 to January 25, 2051.

During this period, John Smith will require adequate rest and will be unable to perform their usual work duties. It is recommended that they avoid engaging in any strenuous activities during this time.

Should you need any further information or clarification regarding this medical leave, please do not hesitate to contact me at [Your Company Number] or [Your Company Email].

Thank you for your understanding.

Sincerely,

Signature

[Your Name]

MD, Board-Certified Physician

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