Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Madam,  
Sir,

We hereby confirm that we ask you to be in confinement at home until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inclusively.

Therefore, you will not show up at work during this period.

We thank you for your cooperation.

Signature