

Date: 11 July 2025

To: Mr. Arvind Iyer

Employee Code: NX982341

Subject: Leave Approval Confirmation

Dear Arvind,

We are writing to inform you that your request for annual leave has been approved.

The approved leave duration is from 22 July 2025 to 5 August 2025 (10 working days).

Please ensure all project handovers are completed before your leave begins.

For any clarifications, feel free to get in touch with your reporting manager.

Regards,

Samantha Rozario

Personnel & Operations

Contact: [samantha.rozario@nexora.in](mailto:samantha.rozario@nexora.in)