16th October, 2023

TO: The Registrar,

The Federal Polytechnic, Mubi

***Through:***

The Ag. Director,

Medical Services

**Application for Terminal Leave, Packing Allowance, and Notice of Retirement**

Above subject matter refers:

1. The Terminal leave to commence from 19th December, 2023 to 19th of March, 2024.
2. Request for packing allowances.
3. Notification for retirement process and retirement benefits.

Accept my highest esteemed regards.

Yours faithfully,

**P. E. Lokodi**

CNS

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