

— ↗ ×

Acknowledgment of machine task

I have received your email about acknowledgement of a machine task assigned to me. I appreciate the opportunity to work on this project. I will make sure to give full attention and effort. If there are any further details about the deadline, guidelines and additional information please let me know. I will make sure to be available for anytime and I will connect with the team if there are any questions or clarifications needed.

Best Regards,
Fathimath Sahla AP
Junior Software Developer



— ↗ ✕

Request for Leave Extension

Hope this email finds you well. I am writing to request an extension of my current leave. Due to viral infection and fever my doctor suggested bed rest . I will need to extend my leave from 25-07-2024 to 02-08-2024.

I understand the significance of my role and responsibilities and will make sure to complete any pending tasks as soon as I return. If there are any urgent matters that need immediate attention, please communicate with me.

Thank you for your understanding and support during this time.

Best Regards,

Fathimath Sahla AP

Junior Software Developer

