

19th November, 2024  
HR Lead  
Catalyst Solution  
H# 471, R#08, Baridhara DOHS, 1206,

Dear Sir,

I hope this message finds you well. I am writing to request an extension of my last working day with Catalyst Solution. As per my previous resignation application, I had mentioned that my final working day would be December 1, 2024. However, due to some unforeseen reason, I will need some extra leave this month.

As currently I have some minus points in my leave balance, I kindly request approval to extend my last working day to **15th December, 2024** instead of 1st December, 2024. This will help me keep my leave balance in a stable place.

I sincerely apologize for any inconvenience this may cause and assure you that I will make every effort to ensure a smooth transition during this extended period. I am happy to discuss this further if needed and will await your approval.

Thank you for your understanding and consideration.

Best Regards,  
Diprodip Das  
Data Artist (Associate)  
Catalyst Solution