

JOB APPLICATION LETTER

[Name]

[Address]

[Pin Code]

Ph: [Phone Number]

25 October 2024

[Name]

[Company Name]

[Company Address]

[Pin Code]

Sub: Application for the post of software developer.

Sir/Madam

As mentioned above, I am writing this letter to the enquire about the availability of job opening in the field of software development.

I am currently working as full stack developer in KS Systems company for the past two years. Through my experience and my background in Software engineering. I believe I'm an excellent candidate for the position of software developer.

I would like to improve upon my career skill sets. And I believe your company provide me with ample opportunities to do so. I hope you will consider me for the position of software developer if it is available.

Thank You

Sincerely

[Name]

LETTER OF LEAVE FOR PERSONAL REASONS

[Name]

[Address]

[Pin Code]

Ph: [Phone number]

25 October 2024

The HR Manager

[Company Name]

[Address]

[Pin Code]

Sub: Request of leave for personal reasons.

Sir/Madam

As mentioned above, I am writing this letter to request a leave of absence for personal reasons from 25 October 2024 to 27 October 2024.

I understand the importance of my responsibilities at [Company Name], and I assure you that I will do everything possible to ensure a smooth transition during my absence. I will complete any outstanding tasks and provide necessary handover notes to my teams before my leave begins.

Please let me know if you need any additional information or if there are any forms I need to complete for this request. I appreciate your understanding and support regarding this matter.

Thank You

Sincerely,

[Name]