

To,

The Leader,

Scaleup ads agency LTD

Subject: Request for Casual Leave, September 10-12

Respected Leader,

I hope this message finds you well.

I would like to kindly request 3 days of casual leave from September 10th to 12th, as I will be attending a close friend's wedding ceremony in Narsingdi.

At present, I am assigned to the Bovancreek project, which is on track to be completed by September 6-7. Since I am not handling any project single-handedly, and as both Mohammed Jarif and Sajjad Hossain are also assigned to the projects, I will make sure all my tasks are pushed forward and completed in advance. This will help ensure that my absence does not cause any inconvenience to the team.

In addition, I will remain available online to provide support in case any urgent issues arise during that period.

I truly value your guidance and support, and I assure you that I will manage my responsibilities responsibly before my leave. I kindly request your approval for this leave.

Thank you very much for your understanding and consideration.

Best regards,
Zihadul Islam
Backend Developer