

19 February 2020



*Susan Red*  
*Head of Operations*

Dear Susan,

## **Annual Leave Approval**

In accordance with the company's policy, Management has evaluated your Annual Leave leave request and its please to grant approval.

You are hereby granted leave between the following dates:

24-Feb-2020 : 09-Mar-2020

If there are any changes to this situation, kindly get in touch with the Human Resource Department immediately.

You are expected to resume work on 10-Mar-2020.

By a copy of this letter, the Head of Finance will arrange to pay all applicable allowance(s).

SIGNED:

*Human Resource Department*

**ABC Group**

