



*Michael Egiethamhe Imomoh*  
*Talent Manager*

Dear Michael,

## **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:

01-Jan-2020 : 10-Jan-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 13-Jan-2020.

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

SIGNED:

*Human Resource Department*

**CHO - HQ Shared Overhead - HR & Admin**

