

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

