Date: 28/12/2021

From

S.Gopinath,

Android Team,

Virtualmaze.

To

The MD,

Virtualmaze.

Subject : Request for leave

Dear Sir,

With due respect, it is stated that my uncle passed away early morning, and I have to go to Vellore on an urgent basis to attend his funeral service. I will not be able to do office work today (28-12-2021). I shall be really thankful if you consider my issue and grant my leave for today only . I assure you that I will complete my tasks in the given time frame

Thanking you,

Yours faithfully,

S.Gopinath