

Date: 28.11.2022

To,

Project Coordinator

Tech Valley Solutions Ltd.

Subject: Application for leave of absence.

Dear Sir,

With due respect, I couldn't come to the office on 20th November 2022 due to I was sick.

Therefore I request you kindly grant my leave as (casual) leave. I will be grateful to you.

Best Regards,

Ismayel Hossen