

Dear Gayatri,

I am writing to request a leave of absence from 6/04/2023 to 10/04/2023 for personal reasons. Specifically, I want to go to Tamilnadu. As a dedicated developer at IGORAZA, I understand the importance of my role and I will ensure that all my current tasks are completed before I leave. During my absence, I will be reachable via email and phone in case of any emergencies or urgent matters.

Thank you for considering my request. I hope to return to work after my leave refreshed and energized, ready to continue contributing to the success of the company.

Sincerely,

Jayaram s kumar