03/31/24

Victorie Alvin R. Delos Santos 09652114012 Victordelossantos179@gmail.com

Dear TL Debs,

This letter is a formal request of my leave of absence from my position with Results CX from 04/05/24 through 05/17/24. The reason for this request is that I need to focus on making up in all of my missed out in school to pass this semester and order to move to fourth year college.

Additionally, during the time I am on leave, I can be reach at <u>victordelossantos179@gmail.com</u> if there are any questions about my work.

It is my full intention to return to work as scheduled, and do not expect to need to request additional time off for this matter beyond the dates indicated above. Please let me know if you need any additional information, and let me know your decision. Thank you for your consideration.

Sincerely,

