

**Lyrika Jewel Hermoso**  
Administrative Assistant  
ABC Solutions Inc.  
November 27, 2025

**To:** Mr. Juan Dela Cruz  
HR Manager  
ABC Solutions Inc.

**Subject:** Request for Leave

Dear Mr. Dela Cruz,

I am writing to formally request leave from **December 5, 2025, to December 12, 2025** due to personal reasons.

I will ensure that all my responsibilities are managed before my leave, and I am willing to assist in handing over tasks to a colleague if needed. Please let me know if any additional arrangements are required.

Thank you for your understanding and consideration.

Sincerely,  
**Lyrika Jewel Hermoso**  
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