

October 23, 2025

Mr. Daniel Cruz
Human Resources Manager
TechNova Solutions Inc.
Makati City, Metro Manila

Subject: Leave Request

Dear Mr. Cruz,

I would like to formally request a leave of absence from work starting November 4, 2025, until November 8, 2025, due to personal matters that require my attention. I have ensured that all my current tasks and responsibilities are either completed or properly delegated to my team members before my leave.

Please let me know if there are any documents or forms I need to complete to process this request. I will make sure to return to work promptly on November 10, 2025.

Thank you very much for your kind consideration.

Sincerely,
Marianne Lopez
Administrative Assistant
Employee ID: 10427
Contact No.: 0917-345-7782