

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
lyrika.hermoso@email.com | 0917-123-4567