

*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*