

Date: 05<sup>th</sup> May, 2024

To,  
Managing Director  
Symphony Softtech Ltd.  
Kalabagan, Dhaka

Subject: Request for Leave Without Pay.

Dear Sir,

I am writing to formally request a leave without pay from work, from May 5, 2024, to May 20, 2024. The reason for this leave is to accompany my father to India for his medical treatment.

My father's health condition requires immediate attention, and it is crucial for me to be by his side during this time. Unfortunately, I am unable to utilize paid leave for this period, and I am requesting leave without pay to ensure I can be with my father when he needs me the most.

I understand the impact of my absence on the team and the company's operations and sincerely apologize for any inconvenience this may cause. I assure you that I will try return to work on May 21, 2024, rejuvenated and ready to resume my duties with full dedication.

Thank you for considering my request. I appreciate your understanding and support during this challenging time.

Sincerely,

Signature

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