

To,
Urban Morph
Sanjaynagar

From,
Urban Morph Employees
Sanjaynagar

Subject: Request for Saturdays Off

Dear Sathya Sir, Subbaiah Sir and Mohan sir,

We hope this email finds you well. We are writing to discuss a matter that has been on our mind for a while now. We have been working diligently at Urban Morph and have always aimed to contribute our best to our team. We appreciate the opportunities we've been given here and the support from you.

Recently, we've been finding it challenging to maintain a healthy work-life balance. Saturdays are crucial for us to spend quality time with our family and to take care of personal matters. Therefore, we are kindly requesting to have Saturdays off from work.

We want to assure you that our commitment to our tasks and responsibilities will remain unwavering. We are more than willing to adjust our schedule during the weekdays to ensure that all our tasks are completed efficiently and on time.

We believe that having Saturdays off will significantly enhance our overall well-being and enable us to return to work every Monday recharged and ready to give our best to our team. We understand the importance of our role in the company and we are dedicated to ensuring that our work does not suffer due to this change.

We would greatly appreciate your understanding and support regarding this matter. Please let us know if you need any additional information from our end or if you would like to discuss this further.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

Ananya KC
Nidhi KS
Nivya S
Selva Kumar