**SUBJECT : REQUEST FOR LEAVES**

It is stated that, I have been selected for the post of Database Developer (PPS-07) in Information Technology under

the Development project "Strengthening of Information Technology Department GB" advertised on 20th April,2022.I have joined the department on 21st of November. Previously, I have been working (Work from home) for company which is based in Karachi.

I want to quit that company with gracefully and want to have 10 working days leave to complete the process.

Kindly grant me leaves for above mentioned days. I will be very grateful.

Sincerely,

Karamat Hussain

Database developer