

Date: 16/09/2023

To

The HR Manager

Weero Digital

Mirpur 2, Dhaka

Subject: Request for One Day Leave.

Dear Madam,

I am writing to request a leave of absence from work in order to rest at home due to my personal work, I would like to request leave on 17/09/2023

Next day, I will not be able to perform my duties effectively, and I believe it's in the best interest of the company and my colleagues that I take this time to recover and return to work in good health and with renewed energy.

Thank you for considering my request. I value my role within the team and the company, and I will ensure that my absence does not create any inconvenience for the organization.

Sincerely.

MD. Mehedi Hasan Akash

MERN Stack Developer