

Subject – Leave for 2 days 18.03.21 to 19.03.21.

Ma'am,

I want to say that I need two days' leave to attend my elder brother's marriage ceremony from 18.03.21 to 19.03.21.

I request you to grant me my leave.

Thanking you

Sujeet Kumar.

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Subject - to avail medical benefits

Hy Priya,

I have gone through the company's website and read about Term life insurance. I would like to avail the same. The necessary documents are attached with this mail.

Let me know if any other documents are required.

Thanks & Regards,

Ritesh Kumawat

DXC1234ID

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Subject - Leave for New Project Assignment

Hello Venu,

I would like to inform you that I have been assigned to a new project, so I will not be able to continue with the current team.

Let me know if you have any concerns on the same.

Thanks & Regards,

Manish Sharma

DXC1234ID

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