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October 24<sup>th</sup>, 2025

**To Whom So Ever It May Concern**

Dear Yerragunta Tarun Sai,

Your leave from 10-24-2025 to 11-18-2025 has been approved. We completely understand that this is a difficult time for you and your family. Please take all the time you need to be with your loved ones and take care of personal matters.

Your well-being and peace of mind comes first. Take care, and we hope everything improves soon. We'll manage things at work in your absence. Focus on your family without worry.

**Sincerely,**  
*Sanchit Chauhan*  
**Manager**

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Winaxis LLC

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Lewes, Delaware 19958