Debrata Ghosh

Lead Engineer

Giantssoft Solution

Dhaka-1206, Bangladesh

Subject: Two days leave for family reason.

Dear Sir,

With due respect, due to some unavoidable circumstances I have to be with my family in19th and 20th August. I am informed several times by my father that, I have to be there at any cost. That’s the reason I won’t able to come office those days. Kindly allow me leave for these days.

I hope you will kind enough to grant my application and give me two days leave.

Sincerely,

Md. Mijanur Rahaman

Junior Software Engineer

Giantssoft Solution