

February 27, 2024

Dear All,

I am writing this letter to request your approval for my vacation leave from June 17 to July 12, 2024.

The purpose of this leave is to spend more time with my family, especially with our daughter, who will turn 1 year old this coming June. We have been planning this vacation to United Arab Emirates since last year, and your approval would mean a lot to me and also to my family. I will also take this opportunity to rest my mind and body.

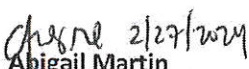
I will ensure that my pending tasks will be submitted or completed on or before my leave date. My communication will always be open in case you have work concerns or questions. I will return on July 15, 2024.

I am hoping for your kind consideration, and looking forward to your approval.

Sincerely,

 02/27/24  
Thea Mylene Alemanza  
Business Development Executive  
W Hydrocolloids, Inc.

Approved by:

 2/27/24  
Apigail Martin  
Regional Sales Manager

 2/27/24  
Arra Quimosing  
Sales & Marketing Manager

*20 Working days*

 Mar 4, 2024  
Winston Wee  
CEO

05 MAR 2024  
  
John Stanislaus Wee  
President