

**Date:21-01-2026**

To,  
MD Kamruzzaman Tonmoy  
General Manager  
Softvence IT Ltd.- a Betopia company

**Subject:** Leave Due to Fever and Holiday Swap Request

Dear Sir,

I, Hasibul Islam Himel (ID: 16380), working as a Mid Laravel Developer at Softvence (Alpha), would like to inform you that I was on leave on 14th Jan of 2026 as I was suffering from fever and cold during that day.

Additionally, due to family issues, I swapped my leave on 01-01-2026 with 11-01-2026. Therefore, I attended the office on 11-01-2026 instead of 01-01-2026.

I kindly request you to approve these leave dates. I sincerely apologize for any inconvenience caused

Thank you for your kind understanding.

Best regards,

**Hasibul Islam Himel**  
Mid Laravel Developer

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**Recommendation:**

Team Leader

Operation Manager

GM/AGM