

Annual Leave Extension



Dhanushka | RCC

To Sachintha | RCC

Cc HR RCC; Nazim | RCC; Miawan | RCC; Shahida | RCC; Rakheem | RCC

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Tue 5/20/2025 4:42 PM

Dear Sachintha,

According to prior approval of management, Annual leave approved from April 10th to 30th. Due to my father's sickness, I was extended Annual leave till May 8th by informing verbally. Therefore I requesting to utilize extended dates with balance Annual leave.

Kind Regards
Dhanushka

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Handwritten signature and date: 21/05/2025