



Employee Information

Employee No:	3543	Employee Name:	SURENDAR RAVI	Passport / NIC No:	R0874970
Designation:	PROJECT ENGINEER	Department:	Projects	Nationality:	INDIAN
Date Of Join:	06-May-2022	Passport/NIC Exp. Date:	28-Jun-2027	Visa Expiry Date:	06-May-2026

Leave Details

Leave Type	Annual Leave	Start Date	05-Jun-2025	End Date	15-Jun-2025
Total Days	8	Leave Balance	1 Days	Destination	Not Assigned

Previous Leave Records

24-Apr-2025 - 04-Jun-2025

Contact Details While on Leave

Mobile	9300934	WhatsApp / Viber	X	Email	suremdar@rcc.com.mv
---------------	---------	-------------------------	---	--------------	---------------------

WORK HANDOVER TO:

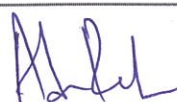
Project:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

Prepared and checked by

Name	Signature
Abdulla Miwan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
				

From: Surendar Ravi
Sent: Friday, June 6, 2025 8:07 PM
To: HR RCC; Miuwan | RCC
Cc: Prakash | RCC; Rakheem | RCC; Nazim | RCC
Subject: Request for Leave Extension due to Family Bereavement

Dear HR manager and team,

I am writing to formally request a leave extension until 12.06.25 due to the unfortunate demise of my uncle. I require additional time to complete the necessary documentation and attend to family responsibilities. This situation is unavoidable, and I appreciate your understanding and support during this challenging period.

I apologize for any inconvenience this may cause and assure you that I will ensure a seamless transition of my work upon my return.

Thank you for considering my request. Please let me know if there are any further requirements.

Kind Regards,

Surendar Ravi

Project Engineer

image RASHEED CARPENTRY & CONSTRUCTION PVT LTD

M. Nector, Asaree Hingun, Male' Maldives

M: (960) 9300934

T: (960) 3317878

F: (960) 3313544

W: rcc.com.mv

E: surendar@rcc.com.mv