


Re: Request for Annual Leave



**From** <admin@ukovernight.co.uk>  
**To** <sami@ukovernight.co.uk>  
**Date** 2025-09-05 09:33

Dear Ejaz,

This is to confirm that Mr. Abdul Sami Ejaz is currently employed with UK Overnight Ltd as a Builder (Warehouse & Units).

Mr. Ejaz has been a valued member of our team and remains in active employment with us. His request for annual leave from 15th September to 3rd October has been officially approved by the management. He is expected to resume work on 4th October.

Below are his basic employment details for reference:

Full Name: Abdul Sami Ejaz

Designation: Builder (Warehouse & Units)

Employer: UK Overnight Ltd

Manager: M. Imran ([admin@ukovernight.co.uk](mailto:admin@ukovernight.co.uk))

HR Department: [hr@ukovernight.co.uk](mailto:hr@ukovernight.co.uk)

Employment Status: Full-time, Ongoing

Should you require any further details or verification, please do not hesitate to contact us.

Kind regards,  
S Kayani  
Manager  
UK Overnight Ltd  
Email: [admin@ukovernight.co.uk](mailto:admin@ukovernight.co.uk)

IT: [it@ukovernight.co.uk](mailto:it@ukovernight.co.uk)  
HR: [hr@ukovernight.co.uk](mailto:hr@ukovernight.co.uk)

[sami@ukovernight.co.uk](mailto:sami@ukovernight.co.uk) wrote:

Dear HR Department,

I hope this message finds you well.

I am writing to formally request annual leave from 15th September to 3rd October. During this period, I will be unavailable for work.

Name: Abdul Sami Ejaz  
Designation: Builder (Warehouse & Units)

Please let me know if you require any additional information or forms to process this request.

Thank you for your time and consideration.

Kind regards,  
Abdul Sami Ejaz  
Builder (Warehouse & Units)  
UK Overnight Ltd