


Re: Formal Request for Annual Leave (1st October – 17th October)



From <admin@ukovernight.co.uk>
To <khan@ukovernight.co.uk>
Date 2025-09-25 11:06

Dear Mr. Khan,

This email is to confirm that your annual leave request from 1st October to 17th October has been officially approved by the management. You are expected to resume work on 18th October.

Employee Details:

Full Name: Shah Khan

Date of Birth: 21 January 1998

Designation: Logistics Controller

Department: Logistics & Operations

Employment Status: Full-time, Ongoing

If you are travelling abroad during your leave period, please ensure that:

You keep your Home Office Share Code and passport details accessible at all times for any immigration or verification purposes.

You carry a copy of this leave approval email as confirmation of your ongoing employment with UK Overnight Ltd.

You inform HR immediately if there are any travel delays or changes to your return date, so your attendance records remain accurate.

You are reminded to resume work on 18th October as scheduled.

We wish you a pleasant and safe journey. Please contact the HR department if you require any further assistance or documentation.

Kind regards,
M. Imran
Manager
UK Overnight Ltd
Email: admin@ukovernight.co.uk

HR: hr@ukovernight.co.uk
| IT: it@ukovernight.co.uk

On 2025-09-25 10:03, khan@ukovernight.co.uk wrote:

Dear HR Department,

I am writing to formally request approval for my annual leave from 1st October to 20th October. I plan to resume work on 18th October.

Please find my employment details below for your reference:

Full Name: Shah Khan
Date of Birth: 21 January 1998
Designation: Logistics Controller
Department: Logistics & Operations

Kindly confirm if my leave request can be approved. Please let me know if you require any additional details or documentation.

Thank you for your time and consideration.

Yours sincerely,
Shah Khan
Logistics Controller
UK Overnight Ltd