Date: 14-12-2021

To

The Managing Director

Syscon Solution & Engineering Ltd.

House#27, (6th Floor), Road#2

Sector #09 Uttara Dhaka-1230

**Sub: Leave Application for 2 days.**

Sir

With due respect and humble submission, Due to my family reason I need to go my home town urgent. For this I require for (02) two days leave from 18-12-2021 to 19-12-2021.

I therefore, would like to request you to grant me leave for those days only and oblige thereby.

Leave Address: Name: Afsana Sultana

Vill: Shalgaria, Golapbag Pabna. P/O: Pabna Designation: Intern

Thana: Pabna Sadar. Cell: 01753142981

Dist: Pabna. Dept: Syscon Solution Ltd