

Royette S. Jocson  
Forklift Operator  
Topserve Service Solutions Inc.  
Prk. San Jose I, Brgy. Sum-ag, Bacolod City  
09563979506



Date: December 12, 2026

To:

Ms. Cherry Mae Silvestre  
BAC Warehouse Supervisor

Ms. Ma. Barbette Barile  
Assistant Warehouse Manager

The Human Resources Department Topserve Service  
Solutions Inc.

Subject: Formal Request for Leave of Absence

Dear Sir/Madam,

I respectfully submit this letter to formally request a leave of absence from my duties as Forklift Operator effective December 26, 2025, with my expected return to work on February 2, 2026.

The purpose of this leave is to travel to the United Arab Emirates to visit my wife and subsequently pick up my daughter. I assure the management that I will complete and properly turn over any pending tasks prior to my leave to ensure continuity of operations.

I respectfully seek your kind understanding and favorable approval of this request.

If you have any further queries regarding this request please call (+63 9171472826)

Approved By:

**Ms. Cherry Mae Silvestre**  
BAC Warehouse Supervisor

**Ms.Ma.Barbette Barile**  
Assistant Warehouse Manager