

**INTERNAL MEMO**

**TO:**  Human Resources and Internal Control

**FROM:** Omeiza Alabi

**THROUGH:** HOD, ICT

**CC:**  Head, ITP

**DATE:** June 13th, 2023

**SUBJECT: REQUEST FOR ANNUAL LEAVE**

Dear HR,

I am writing to formally request my annual leave as per the company's policies and procedures.

I would like to take 8 days of annual leave, starting from 19th June, 2023 and ending on 28th June, 2023. During this period, I aim to address personal issues as well as increase my personal and technical skills through online courses and nanodegrees, which will be useful in my profession. This break, I believe, will allow me to regroup and return to work with fresh vigour and focus.

I have ensured that my workload is well-managed and all pending tasks are delegated to a colleague who will be able to handle them in my absence. I will make sure to provide detailed instructions and necessary information to ensure a smooth workflow during my absence.

I understand that operational requirements may sometimes necessitate flexibility, and I am willing to cooperate to ensure a seamless workflow within the department.

I would be grateful if you could confirm receipt of this leave application and provide me with the necessary details and any further instructions or actions required on my part.

Thank you for your attention to this matter. I appreciate your support and understanding.

Warm Regards.

Omeiza Alabi

**Solutions Architect/Full stack Developer**