

27th May 2025

To,
Md. Shahadat Hossain
Managing Director
Eclipse Intellitech Limited
Banasree, Dhaka

Sub: Application for Leave in Absence (08 May to 12 May)

Dear Sir,


I am officially applying for casual leave from 8th May to 12th May 2025. My grandfather had a sudden heart attack and I had to go home. Because of this, I couldn't come to the office for the past 5 days.

I kindly request you to consider this application and grant me 2 working days of casual leave.

Thank you for your understanding and support.

Sincerely,

Md. Ehaoteshamul Islam Kishor
Full Stack Developer
Eclipse Intellitech Limited

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