November 06, 2018

To: HR/Admin Department

GOLD-MC Philippines

Good day!

I am writing to document my absence on November 05, 2018 because I am not feeling well that day. I hope you understand. God bless.

Sincerely,

**Slash Filoteo Delacruz**

GOLD, Web Developer

Approved by:

**Ar. Jen Villarosa, uap**

Architech-in-charge

GOLD-MC Philippines