April 29, 2019

To: HR/Admin Department

GOLD-MC Philippines

Good day!

I am writing to document my absence on April 27, 2019 because I had a personal errand. 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