

To : line manager Linda  
From : Hao Yuying  
Date : April 22th , 2018  
Subject : Casual Leave of Absence

Dear Linda,

This is HaoYuying, the 2<sup>nd</sup> year associate analyst working in Morgan Stanley Office.

Thank you for your help in the work, so I can take charge of my work quickly and got the excellent freshmen award. But unfortunately, I find my physical condition is not good, I usually feel tired, sick and ill, because I haven't had a day off since the first day after spring festival, even weekends or national holidays, I always at office or work at home. A short vacation can let me recover quickly and work more efficiently in the future.

Recently, my team does not have a real IPO or money making project, so may I please ask for a leave from April 29 to May 5th? I will finish and hand over the work firstly. I hope you will oblige and grant me the requested leave.

Thank you very much for your consideration.

Yours sincerely,  
HaoYuying