

15 February 2024

Dear Head of HR,

Requesting one day leave on 17 February 2024 due to university final year mid defense . Aware of potential inconvenience, and apologize for any caused. I have taken the necessary steps to ensure my absence will have minimal impact on the team and my work will be covered during my time off.

I assure you that I will be back to work the next day and catch up with any missed work as soon as possible. Your understanding in this matter is greatly appreciated, and a favorable response from you is eagerly awaited.

Sincerely,

Md: Hasibul Islam Shaon
Intern Software Engineer