

DATE: \_\_\_\_\_

**RE: LEAVE.**

Dear Human resource,

UMASH FUNERAL SERVICES LTD,

As above I would like to inform you that I have made arrangements to take \_\_\_\_\_ days leave  
for \_\_\_\_\_ reasons. I shall report back on \_\_\_\_\_.

Start Date: \_\_\_\_\_

End date: \_\_\_\_\_

Yours sincerely,

NAME: \_\_\_\_\_

I.D: \_\_\_\_\_

Sign: \_\_\_\_\_