TO:

SWAN

SOFTWARE SOLUTIONS

Mr. Alex Lyakhov,

Administrative Director of Ukrainian office in Poltava

FROM:

Poltava office developer

Johnny cash

DATE: 17/12/2018

SUBJECT: Request for vacation

Dear Mr. Lyakhov,

According to our internal accepted rules and schedule, as well as American and Ukrainian legislation I would like to take my annual vacation. The duration of this vacation will be 10 working days. I would like to be off from 17/12/2018 to 27/12/2018.

Sincerely,

Johnny cash

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| --- | --- |
| DATE: 17/12/2018 Approved Project manager | By: George Reece |
| DATE: 17/12/2018 Approved HR manager | By: Jack Connor |
| DATE: 17/12/2018 Approved Director | By: John Doe |