TO:

SWAN

SOFTWARE SOLUTIONS

Mr. Alex Lyakhov,

Administrative Director of Ukrainian office in Poltava

FROM:

Poltava office developer

{INITIATOR\_NAME}

DATE: {CREATED\_AT}

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 {DAYS\_COUNT} working days. I would like to be off from {START\_DATE} to {END\_DATE}.

Sincerely,

{INITIATOR\_NAME}

DATE:

Approved Project manager By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:

Approved Team leader By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:

Approved HR manager By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_