

MARTIN MACHUA HINGA

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23/06/2023

GERALD GATHOGO

HOSPITAL ADMIN

OLJABET HOSPITAL

P.O BOX 543-20300

NYAHURURU

Dear Sir,

I am writing to request a 5-day leave of absence, from Monday, 26th June 2023 to Friday, 30th June 2023. I would like to attend a hackathon during this time, which will contribute to my professional development as the IT and Health Records Officer at Oljabet Hospital.

The hackathon focuses on leveraging technology to improve patient care, streamline processes, and ensure data security. By participating, I will gain valuable insights and skills that can be directly applied to our work at the hospital. I have informed my colleagues about my absence and have made arrangements to delegate my responsibilities and provide documentation to ensure a smooth workflow in my absence. I will complete all pending tasks before I leave and will be available for remote assistance if needed.

I kindly request your approval for this leave of absence, which will allow me to actively contribute to the advancement of our department. I am confident that the knowledge and experience gained from the hackathon will benefit our team and the patients we serve.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

Martin Machua Hinga