

To

The HR Department

Ispahani Islamia Eye Institute and Hospital

Sher e Bangla Nagar, Farmgate, Khamar Bari Rd, Dhaka 1215

Subject: Application for Past and Upcoming Time-Off (1:30 PM to 5:00 PM)

Respected Sir/Madam,

I am writing to formally inform you that I had to be away from work on 13th May, 2025 between **1:30 PM and 5:00 PM** due to a personal emergency. As an IT intern, I understand that prior approval is typically required; however, given the urgency, I informed the Head of IT, Jillur Rahman.

I would also like to request permission to be away from work between **1:30 PM and 5:00 PM** on **Wednesdays of the 2nd and 4th weeks** in the coming months for personal reasons. I will ensure that all my responsibilities are managed properly and coordinated in advance to avoid any disruption.

Please accept this letter as formal documentation of both my previous and planned time-off. The Head of IT has acknowledged and approved this, as indicated by the signature below.

Thank you for your understanding and consideration.

Sincerely,

Abdul Fattah Mujtabir Samin

IT Intern

Intern ID - 300290

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