

Subject: Assignment for Business Analyst Interview – Functional Requirement Document

Dear Su Myat Thiri,

Thank you for your interest in the Business Analyst position.

As part of the next step in our interview process, we would like to assess your analytical and documentation skills through a short assignment.

Assignment:

Please prepare a **Functional Requirement Document (FRD)** for the **Leave Management Module** of an HR software system. The document should comprehensively cover all key functionalities and features typically expected in a leave module, such as:

- Leave types and policies
- Leave application and approval process
- Leave balance calculation
- Accrual and carry-forward rules
- Holiday and weekend logic
- Role-based access
- Reports and notifications

You are free to make reasonable assumptions where necessary. Please focus on clarity, structure, and completeness.

Submission Deadline: [Insert deadline, e.g., within 2 days from the date of this email]

Let us know if you have any questions. We look forward to reviewing your submission.

Best regards,