To The Software Development Director,

Appmart Integrated LTD,

Appmart Software Development House.

Drive 2, House 46 Prince & Princess Estate,

Duboyi District, FCT Abuja.

**APPLICATION FOR LEAVE**

The above subject matter refers.

I, hereby, apply for the Second part of my annual leave which according to the approved company leave rooster is to commence on the 1st of December, 2022 and end on the 20th of December, 2022.

I will also do my best to complete all my urgent deliverable before the commencement of my leave so that my work does not suffer in my absence.

While on leave, I will also be accessible on phone and E-mail.

I humbly request for the approval of my Annual leave for the Month of December, to Enable me attend to some urgent Family/personal issues.

Am also willing to work from home in the period of my leave should my attention be needed, Mr Onwe Kenechukwu Josiah will stand as my relief officer during the period of my absence from work.

I await your kind approval.