

To,  
Md. Rashaduzzaman  
Chief Executive Officer  
Seo Expate Bangladesh LTD.  
Majhira, Bogura

Subject: Leave Application for 06-01-2023 and 08-01-2023

Dear Sir,

I hope this message finds you well. I am writing to formally request a two day leave of absence from work, starting from 06-01-2023 and 08-01-2023. The reason for my leave is the upcoming election.

I have ensured that my current tasks and responsibilities are up to date, and I have briefed Meshkat Hasan Riad (Team Leader) sir, regarding any pending work during my absence. I am committed to ensuring a smooth transition and will make myself available for any necessary communication during this period.

I believe that my absence will not significantly impact the team's workflow, and I am confident that I will be able to complete any pending tasks upon my return. I am willing to provide any additional information or assistance needed to facilitate a seamless operation in my absence.

I understand the importance of my role within the team and the company, and I assure you that I will do my best to minimize any inconvenience caused by my temporary absence.

I kindly request your approval for this leave, and I am willing to comply with any necessary procedures or documentation required by the company. I appreciate your understanding and cooperation in this matter.

Thank you for your time and consideration.

Sincerely,  
Durjay Ghosh  
Web Developer, EIIN: 474  
Seo Expate Bangladesh LTD  
04-01-2024