To,

HR & Operation Manager

Md. Al Mahmud

EXCEL IT AI

Subject: Request for Half-Day Leave

Dear HR & Operation Manager,

I trust this message finds you in good health. I am writing to formally request a half-day leave for the afternoon of 11th October 2023. The purpose of this leave is to attend to important personal matters. I would like to assure you that all my professional responsibilities will be well-organized and handled in my absence, ensuring a seamless workflow within the team.

Your understanding and support in granting this leave are greatly appreciated. I am committed to ensuring that this time off will not disrupt the productivity and efficiency of our department

Thank you for your cooperation.

Yours sincerely,

Nahid Hasan Sourav

Laravel Intern

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