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| **From:** | Palfi, Helga |
| **To:** | Gardezi, Shah Ali CWK |
| **Cc:** | Papp, Eszter |
| **Subject:** | RE: Shah Ali - Leave of Absence (29/04/2022 - 04/04/2022) |
| **Date:** | 04 April 2022 13:41:14 |

Hi Shah Ali,

As we discussed, that is all fine by me. Please just mark these days as days off in your coming timesheet.

I've cc'd Eszter in for her information.

Regards,
Helga

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**From:** Gardezi, Shah Ali CWK <ShahAli.Gardezi@blackrock.com>
**Sent:** 04 April 2022 13:01
**To:** Palfi, Helga <helga.palfi@blackrock.com>
**Subject:** Shah Ali - Leave of Absence (29/04/2022 - 04/04/2022)

Dear Helga,

I hope this mail finds you well.

Further to our discussion over video call last week, I am reaching out to you in order to formally request you for my leave of absence. As you are aware that Eid festival is approaching towards the end of this month, I intend to travel to London on the invite of my friend to spend the day of Eid with his family in the UK.

Kindly note I will be *Out Of Office* for **4 working days** which are from **29th April 2022 (Friday)** to **4th May 2022 (Wednesday)**. I will return back to office on **5th May 2022**.

Also, thank you for suggesting me to meet the members of our London team. I will be meeting Stephen, Siobhan and Mattea at BlackRock office in London.

Please let me know if there is anything I can do to facilitate the transition of my work to my reliever.

Thank you for your consideration.

Best Regards,

Shah Ali Gardezi
Contingent Worker | BlackRock
Phone: +36 (1) 4119497 (219497)