

To

Rafsan Hossain
Dotted Supervisor
STA
Banasree, Dhaka

Subject: Clarification on Attendance Records

Dear Rafsan Hossain,

I am writing to provide clarification regarding my attendance records for the following dates:

- **3rd, 5th, 7th, 8th, 9th, 10th** – I was attending the Morning Shift (7:00 AM – 3:00 PM) based on my shift change request, which is still pending approval. Due to the system not being updated, these days were marked as late.
- **12th, 13th** – I was on sick leave due to health issues.
- **16th, 17th** – These were taken as casual leave.
- **20th, 21st, 22nd, 29th** – I was present on these days, but due to severe traffic congestion, I arrived late or had issues with punching in. As a result, my attendance may have been incorrectly marked.

I kindly request you to review and make the necessary adjustments to my attendance records.

Sincerely,

Md. Hosain Ali
Front-End Developer
STA
ID: 19281
Date: 31 July 2025