

**GOVERNMENT OF SAINT LUCIA**

DEPARTMENT OF INFRASTRUCTURE, PORTS, ENERGY & TRANSPORT,

## **TO :** Permanent Secretary

Department of Infrastructure, Ports and Transport

**FROM :** Swelan Auguste

ICT Technician III

**THRU** : ICT Manager, Cheryl Mc Clauren

**DATE :** April 03, 2024

**SUBJECT : Request for Time-Off to Participate in Annual Dream11 T10**

**Cricket Competition**

I hope this memo finds you well. I am writing to formally request time off from work to participate in the annual Dream11 T10 Cricket competition organized by the Saint National Cricket Association. As a proud member of the Micoud Senior Cricket team, this tournament holds significant importance for me both personally and as a representative of our company.

The competition is scheduled to take place on the following dates and times:

1. April 9th, 11:00 AM

2. April 10th, 2:00 PM

3. April 12th, 11:00 AM

4. April 14th, 2:00 PM

5. April 17th, 11:00 AM

6. April 19th, 2:00 PM

7. April 21st, 2:00 PM

8. April 22nd

Participating in this tournament not only fulfils my passion for cricket but also serves as an opportunity to represent our company in a competitive sporting event. Moreover, the Dream11 T10 Cricket competition attracts significant attention within the community and serves as a platform for showcasing the talent and sportsmanship of local players.

I assure you that I will make every effort to complete any pending tasks before my departure and will ensure that my responsibilities are appropriately delegated to ensure smooth workflow in my absence. Additionally, I am more than willing to provide any necessary documentation or information to assist during my time away.

Understanding the importance of maintaining productivity and meeting deadlines, I am committed to minimizing any disruptions caused by my absence. I am open to discussing any concerns you may have regarding my request and am willing to work out any arrangements necessary to ensure minimal impact on our team's operations.

Thank you for considering my request. I look forward to your favourable response.

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**Swelan Auguste (Mr.)**

**ICT Technician III**