

Name Qudrat Ullah Khan
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Email qud03305371505@gmail.com
Date 11/10/2023
92Devs
Subject: Leave Application - Chest Infection and Degree Reception

Dear Floor Manager,

I hope this letter finds you well. I am writing to inform you that, unfortunately, I am facing a health issue that requires my immediate attention. After consulting with my doctor, I have been diagnosed with a chest infection that necessitates rest and medical treatment.

Due to the severity of the infection, my physician has advised me to take a leave from work for 13/11/2023 starting from 18/11/2023 . I understand the importance of my role at 92Devs, and I assure you that I will make every effort to ensure a smooth transition during my absence. I am happy to delegate my responsibilities and provide any necessary information to my colleagues to minimise any disruption.

Moreover, I would like to inform you that during my absence, I will be receiving my degree from UST Bannu. This is a significant milestone for me, and I appreciate your understanding in granting me the time to attend the ceremony and celebrate this achievement with my family.

I request your approval for this leave, and I am committed to ensuring a smooth handover of my responsibilities before my departure. I will make myself available for any urgent matters or inquiries that may arise during my absence.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,

Qudrat Ullah Khan
Junior React Native Developer
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