12 December, 2021

Managing Director

Wardan Tech Ltd

Subject: Application for Casual leave.

I am writing to you to let you know that I have an important personal matter to attend at my hometown due to which I will not be able to come to the office from 18 December, 2021 to 19 December, 2021. I feel confident that my team members should be able to continue the exceptional work during my absence.

So, I would request you to permit me two days leave for which I shall be grateful to you. I apologize for any problems caused due to my absence.

Sincerely

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Towhedul Islam