January 24, 2018

Dear Sir/Ma’am:

Good day!

I am writing you this letter to ask for your approval regarding a two-month leave of absence that I will be filing at work. I am currently working as a Service Desk Analyst at Cognizant Technology Solutions Philippines, Inc. in McKinley Hills, Taguig City. The leave will be used in doing my thesis which is a requirement for us IT students to be able to graduate this July 2018. The thesis, entitled “PHILIPPPINE ARMY – FORT MAGSAYSAY OG6 7ID ICT INVENTORY SYSTEM”, will be presented to the faculty of Bachelor of Technology in Information Technology (BTIT) on the following dates:

February 1st week - preliminary defense

March 1st week - final defense and system testing with the client

This letter was written as a supporting document and to be submitted to our company’s department. Kindly affix your signature below as a sign of your approval to this letter. Thank you and God bless!

Respectfully Yours,

**JISELLE OCON**

Student, Bachelor of Technology in Information Technology

APPROVED BY:

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**MR. JULIUS DELFIN SILANG**

Subject Adviser, Project Development

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**MRS. MARACRIS M. LAPPAY**

Head, Bachelor of Technology in Information Technology