

Annual Leave Request Email

Hi Matt,

This is to state that I will not be available for two weeks as I will be on my annual leave starting from 15th April which ends on 30th April, 2016.

During my absence, for any kind of escalations you can connect to Ms. Sophia Mehta or directly email to DigiTech@development.com.

For any kind of technical emergency, I will be available on my personal phone. Number is 1400-254-6000.

Weekly reports will be sent from my team timely.

Thank you.

Sincerely,

Steve Hamberg

