

Request Day Off Email

Hi Ted,

This is to state that I have to leave for my hometown, Trichi to attend my paternal uncle's funeral. I have been informed today morning about his death and I will have to be there for his last rites. It takes six hours by train to reach Trichi, hence I will be applying two days leave.

I will be joining back to work on 23rd of May, till then for any escalation it is advised to reach Mr.Johny Grover.

Please grant me these two days leave.

Thank you.

Sincerely,

Jacob Francis

