

Request Letter For Leave Salary

From,
Matthew Pang
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Date: 10 Jan 2068

To,
Simon,
Tabular Form Pvt Ltd
60/50 - , Near Music College,
San Diego-40001
(+91)-899991230

Dear Simon,

This is to state that I am Matthew Pang, working in Genpact CMIT since four years as a Network Engineer. Currently I am serving the notice period of which 25th of July is the last date. As the date is nearing and my full and final settlement is still due from the company end, I am worried that the process may exceed the deadline.

To avoid this kind of circumstances, I request you to initiate the process of my final settlement, so that I don't have to face unnecessary hassle once I am out of this company.

The salary amount will be approximately 1,33765 Rs. for three months and the earn leave payments which will be around an amount of thirty two leaves.

Please let me know if any document I need to provide or I have to seek clearance from any account to process the payment.

Thank you in advance.

Sincerely ,

Matthew Pang

