

Letter



**ASSIGN
BUSTER**

April 21, Berry Canales-Worth Director RE: Request for Leave of Absence

Tom Cranford Dear Madame: I, your employee, Tom Cranford, would like to file a request for Leave of Absence (LOA). In accordance to the company rules, an employee is allowed to request for a leave depending on the circumstances that surrounds the request. The duration of my request will last for two weeks. I am planning to take my leave on the last two weeks of June.

The reason behind this request has something to do with my family. We will be having a reunion in one of our relative's place along the countryside. This happens rarely so I cannot afford to miss this fortunate event for us to see each other, exchange talks and check on each other's situation.

Also, I am fully aware of the circumstances of not being one of the outstanding employees for that month and not enjoying most of my benefits during that time period. However, I know that you, Madame, can attest to my exemplary work ethics. I know that the time period wherein my leave will take place is during the crucial moments of the company because it is the peak season. I am also sure that the team is fully-functional even if I will miss a few days of work. Rest assured, I will perform my duties again once my important family affair is done.

Thank you for hearing my request. I am waiting for a favourable and positive response.

Sincerely,

Tom Cranford

Employee