

Chee Hor Chean
28, Jalan Bunga Cempaka 4,
Taman Muda Cheras,
56100, Kuala Lumpur.

27 JULY 2019

Ms Eugenia

HR Manager

dēng lightings
145-5 & 6, Ground Floor,
Jalan Sungai Besi, Pudu,
57100, Wilayah Persekutuan Kuala

Dear HR,

This letter is to bring to your notice that I would like to apply 1 month leave from 1 September till 30 of September. I would be going to attend my relative graduation at UK.

I shall be able to resume duty in the first of October. I have enclosed the photocopy of flight ticket.

I hope you will consider my request and grant me leaves for the above mentioned dates. Looking forward for your approval.

Thank you.

Sincerely,

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Chee Hor Chean