

COMPANY LETTER HEAD

18 January 2022

To Whom It May Concern

ANNUAL LEAVE APPROVAL LETTER

Name of Employee : John Smith
FIN No : G1234567T
Designation : Application Consultant

John Smith is entitled to annual leave from 29 Jan 2022 to 27 Feb 2022 (both dates inclusive).

Upon his return, he will resume his duties on the date of 28 Feb 2022 with ABC Pte Ltd.

Should you need further information, please feel free to contact enquiry@abc.com.sg.

Yours sincerely
ABC Pte Ltd

Cc : HR,
John Smith