January 05, 2020

Mr. Stalin Haler  
Manager  
Infosys Company  
786 Main St.  
Huston, WA 43389

Dear Mr. Alker,

I am writing this email as a written notification regarding my absence of seven days that was from 28-11-2019 to 04-12-2019. I was in dire need of it as I had to go on Malaysia tour because my mental condition was not capable enough to devote myself fully to the work and I could not focus on what was happening around me. This was the mandatory tour for me to relax my mind about the extra burden of work; otherwise, I could not continue my work again with full focus.

During this period, I had handed over my project to Mr. Huston as he had a full understanding of my project and was competent enough to handle the task without any kind of difficulty. This was the final part that was left to be carried out by him. In case if it happens again in the future, I will inform you before time but for this time I’m sorry for uniformed leave. Hopefully, you will give a kind consideration to this. Moreover, if you demand more information, I’ll provide you all.

Regards,

John Adam