



Date: **23th** AUG 2026

To
HR Manager
Pippa Technologies Inc
Shompa Market, Ring Road, Mohammadpur, Dhaka-1207

Subject: Advance Leave Application for 27 August 2026.

Dear Sir,

I would like to request advance leave for **27 August 2026**, as I am planning to visit my hometown to spend some time with my parents.

I would be grateful if you could kindly approve my leave for the mentioned date. I will ensure that my current responsibilities are properly managed before taking the leave.

Thank you for your consideration.

Kind regards,

Md Ashraful Islam

TL:

HR: