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Re: Request For Leave Approval of chw Roshan code 1781 UC Mughtian,

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



aziz khan

to Zainullah, Hafeez, najeeb, Muhammad, me, naseem.bazai123

Ok approved and agreed.

Regards

Aziz Ur Rehman Kakar

TDOSO Karezat Pishin

Mob #: 0310-8036530

On Tue, Oct 3, 2023, 9:58 PM Zainullah Kakar <zainullah006@gmail.com> wrote:
Dear Aziz Sab

With reference to the above mentioned subject here i would like to make a formal email for back date leave request dated 3rd Sep to 5th Sep-023.

Knowing the matter here i would like to bring in your kind attention that this leave request was not usually intimated about on line attendance of the staff. So it was also told us that each staff has to make leave request. Therefore i made her leave request on online web and granted her leave too.

But right now CTC HR office wants formal email with the same reason.

So you are therefore requested to please accept her back date leave request which she had already applied for. If any query remain let me know for further clarification.

Thanks & Regards

Zain Ullah UCDO

UC Mughtian



Reply Reply to all Forward



