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**Subject:Re: Leave Application for Emergency work**

|  |  |
| --- | --- |
| From | [**Ali Raza**](mailto:draliraza57@gmail.com) |
| To | [**zahid chattha**](mailto:zahidchattha001@gmail.com) |
| Cc | [**Muhammad Alam**](mailto:areebalam@yahoo.com)**,**[**Areej Naeem**](mailto:areej.who@gmail.com)**,**[**hareem@ctc.org.pk**](mailto:hareem@ctc.org.pk)**,**[**Hamayat Ali**](mailto:hamayat1@gmail.com) |
| Date | **Today 03:42** |

**Message Body**

Approved from my side.

On Wed, 23 Dec 2020, 12:34 PM zahid chattha, <[zahidchattha001@gmail.com](mailto:zahidchattha001@gmail.com)> wrote:

Respected Sir,

It is to state that I am Zahid Rasheed, working as UCPO in UC-01. I need to file my leave for the day after tomorrow; on account of the reason that I have to go to Gujranwala for my personal work. I will complete my tasks till tomorrow and I assure you that left over work will be completed very next day. I will be highly obliged for your permission.

Thank you