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

|  |  |
| --- | --- |
| From | **Ali Raza** |
| To | **zahid chattha** |
| Cc | **Muhammad Alam****,****Areej Naeem****,****hareem@ctc.org.pk****,****Hamayat Ali** |
| Date | **Today 03:42** |

**Message Body**

Approved from my side.

On Wed, 23 Dec 2020, 12:34 PM zahid chattha, <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