

Personal Letter of Recommendation

[NAME OF SUPERVISOR]
[JOB TITLE]
[NAME OF COMPANY]
[COMPANY ADDRESS]
[CITY, STATE]

[DATE]
Dear [NAME OF SUPERVISOR],
Greetings!

I am writing to formally inform you that, due to personal reasons, I am requesting a leave of absence from work. As agreed during our meeting yesterday, I shall be actively taking some personal time to improve my physical and mental health. My leave of absence shall begin on [START DATE] and end on [END DATE]. I shall be back at the office on the workday after, on [EXPECTED DATE OF RETURN].

To ensure that my work is not delayed, I shall be finishing all my pending tasks and delegate my work for the next few months to my teammates. Should you have any work-related questions or queries, you may reach me through my mobile phone or email address.

Please let me know if you have any more questions regarding my request for a leave of absence.

Sincerely,

[NAME OF SENDER]
[POSITION]
[CONTACT DETAILS]

Personal Reference Letter Sample

Walter Kay Smart



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Baseball Jennifer Maruno, 2015-12-05 After her family is forced to move by Canada's racist wartime policies Michiko is the only Japanese kid at school One nice thing is that she's a hit at the local baseball tryouts There's just one problem everyone thinks she's a boy What is she to do when they find her out do as she's told and quit or pitch like never before

Zookeeping Mark D. Irwin, John B. Stoner, Aaron M. Cobaugh, 2013-12-09 As species extinction environmental protection animal rights and workplace safety issues come to the fore zoos and aquariums need keepers who have the technical expertise and scientific knowledge to keep animals healthy educate the public and create regional national and global conservation and management communities This textbook offers a comprehensive and practical overview of the profession geared toward new animal keepers and anyone who needs a foundational account of the topics most important to the day to day care of zoo and aquarium animals The three editors all experienced in zoo animal care and management have put together a cohesive and broad ranging book that tackles each of its subjects carefully and thoroughly The contributions cover professional zookeeping evolution of zoos workplace safety animal management taxon specific animal husbandry animal behavior veterinary care public education and outreach and conservation science Using the newest techniques and research gathered from around the world *Zookeeping* is a progressive textbook that seeks to promote consistency and the highest standards within global zoo and aquarium operations *Corpus Linguistics Beyond the Word* Eileen Fitzpatrick, 2007 This volume will be of particular interest to readers interested in expanding the applications of corpus linguistics techniques through new tools and approaches The text includes selected papers from the Fifth North American Symposium hosted by the Linguistics Department at Montclair State University in Montclair New Jersey in May 2004 The symposium papers represented several areas of corpus studies including language development syntactic analysis pragmatics and discourse language change register variation corpus creation and annotation and practical applications of corpus work primarily in language teaching but also in medical training and machine translation A common thread through most of the papers was the use of corpora to study domains longer than the word Not surprisingly fully half of the papers deal with the computational tools and linguistic strategies needed to search for and analyze these longer spans of language while most of the remaining papers examine particular syntactic and rhetorical properties of one or more corpora **Miscellaneous Series**, 1919

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Exports, and Amounts Available for Consumption of Various Articles in the United States by Years Specified

United States. Bureau of Foreign and Domestic Commerce,1919 *Building Blocks of Writing Skills* Robert Iki Leso,2012-09

Building Blocks of Writing Skills has been purposely written to meet the writing skills need for the Schools in Papua New Guinea It is designed to be user friendly and simplified to meet the teaching and learning needs of the students and teachers in the classroom This book is a rich material for students and teachers who wish to prepare for National Written Expression Examinations that is organized annually across the country In five well written chapters the author swiftly takes the student how to write good narrative descriptive expository argumentative papers and letter writing Each chapter is carefully blended with a step by step direction on how a student should prepare and present a well constructed paper Indeed the author has systematically arranged this book in order for the students to easily define recall and display the different types of writings It is equipped with useful handy and practical activities to test the students knowledge and skills in writing In all it is a well written book for students who need it Without a doubt this book is not only about helping the students to write clearly and logically to present their narrative descriptive expository argumentative accounts and letter writing but also to develop the knowledge and skill levels of the students to become better person in the future Those who begin to use this book will acclaim it as a gift from someone who has seen the need for good writing and has given some thoughts and time to come up with this resourceful book This is a must book for both students and teachers who have the drive to master the skills of writing and become better at it The Informal Advisory Letters and Memoranda and Formal Opinions of the United States Office of Government Ethics United States. Office of Government Ethics, **The Parliamentary Debates (official Report)**. Great Britain. Parliament. House of Commons,1909 Contains the 4th session of the 28th Parliament through the 1st session of the 48th Parliament

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