Dear Sasha Brown,

Good day!

This letter is made as a follow up to our discussion regarding my initial request for vacation time off. During our conversation, I mentioned that I plan to take time off from January 24, 2020, to February 24, 2020. I will report back to work on February 25, 2020.

All my current tasks and responsibilities will be finished before the start of my time off. I have already instructed the team regarding my tasks and responsibilities in my absence. They have all agreed to take care of things while I'm away. I shall resume all tasks and responsibilities when I get back and also resume all tasks assigned during my absence.

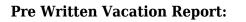
Thank you for approving my request.

Regards,

Richard Lewis Senior Developer, WeCreate Corp.

Pre Written Vacation Report

SJ Ball



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