**NGUYEN THANH NAM**

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**APPLICATION FOR LEAVE OF ABSENCE**

**Subject: Leave required due to death in the family**

14\* June 2019

* **Mr. Donal Trump**
* HR Manager
* ABC Apartment

Dear Mr./Mrs. **{Recipient’s Name}**,

I am writing this letter to inform you about the unfortunate and unexpected passing away of my uncle today. I intend to leave tonight and be out of town for the funeral and related arrangements until {date}.

I request you to grant me seven days of emergency leaves because of such circumstances.

I trust that my work over the last few years speaks for itself about my willingness to make all endeavors to catch up satisfactorily upon my return. I am confident that my current unfinished tasks will not be negatively affected by this short absence.

Once I return to the office on {date}, I hope to be able to concentrate on my work much more effectively.

Thank you for your support during this time.

Yours sincerely,

{Your Name}

**Nguyen Thanh Nam**