COMPANY LETTER HEAD

18 January 2022

**To Whom It May Concern ANNUAL LEAVE APPROVAL LETTER**

**Name of Employee : John Smith FIN No : G1234567T**

**Designation : Application Consultant**

John Smith (Passport No. MAXXXXX) is entitled to annual leave from 29 Jan 2022 to 27 Feb 2022 (both dates inclusive).

Upon his return, he will resume his duties on the date of 28 Feb 2022 with ABC Pte Ltd.

Should you need further information, please feel free to contact enquiry@abc.com.sg.

Yours sincerely

**ABC Pte Ltd**

*Cc : HR,*

*John Smith*

Mailing Address: 123 Singapore Road, Singapore Building #B1-01, Singapore 123456 UEN: 12345678R