

03 July 2023

Ms. Maricar Flores Miranda

Business Strategy Officer-B Complex
SV MORE Group of Companies

RE: VACATION LEAVE

Dear Ma'am,

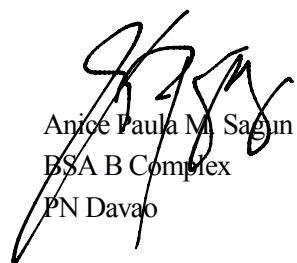
Good Day!

I intend to file a vacation leave for the duration of 12 days from August 3, 2023 to August 18, 2023. The reason for this vacation leave is for family matter. I will go to my hometown Hindang, Leyte. My sister from Australia will also go home on those dates and requested my presence during her stay here in the Philippines. We have not seen each other for years. Another reason for this is that I will also visit my daughter, Alessandra who is residing there with my father and sisters in Leyte. We have also not seen each other for quite some time especially due to restrictions of travel during pandemic times. This is a great time for us family to be complete because this is a very rare occasion. I am also very excited to finally spend time with my daughter, Alessandra.

I am hoping for your approval for this vacation leave. I know it's quite long (12 days) but I promise to make-up all missed. I will also inform my Doctor's of my leave and ensure them to continue to support me despite my absence. For your consideration.

Thank you and God Bless!

Respectfully yours,



Anice Paula M. Sagun
BSA B Complex
PN Davao