

LETTER HEAD

Date : dd/mm/yy

To : Whom It May Concern

Sir/Madam,

RE : LEAVE APPLICATION FOR GOING BACK TO HOMETOWN

Wit reference to the above, our company (Company Name) has approved the leave application for our worker with the name of (Worker's Name) under passport number (Number), a citizen of (Country).

I hope your goodself can provide the necessary cooperation. Should there be any clarification, please do not hesitate to contact us at the telephone as mentioned below.

Your cooperation is much appreciated.

Thank you.

Yours faithfully,
(Company Name)

(Signature and company chop)

.....

(Name)

DIRECTOR

(Handphone Number : Number)