

Earl D. Lambert

4204 Harry Place  
Charlotte, NC 28202

12 December, 2001

To

Linda Bennett,  
HR Department,  
GlobalArcade Pvt. Ltd.  
Charlotte.

Dear Linda Bennett,

I am Lambert and I am working in your firm as line supervisor the shop line. I am writing this letter to inform you that I have been diagnosed with kidney stone and I need to undergo a minor surgery next week on 18<sup>th</sup> December. Doctors advised me to take complete rest for two weeks after surgery in order to get complete cure.

So, I kindly request you grant me leave for two weeks from 18<sup>th</sup> December. I will be back after the specified date and I assure that I will complete all due works within time. If there are any changes in this, I will inform you at the earliest.

Thanking you,

Yours sincerely,

Earl D. Lambert