



Mishaj <mishaj@adagency.design>

Request for Early Relieving Approval

mishaj <mishaj@adagency.design>

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To: <hr@adagency.design>, <misbah@adagency.design>

Dear misbah, ranjith

I hope you are doing well.

I wanted to follow up on my earlier request for an early release.

As mentioned, due to unavoidable family medical issues, rising living expenses, and personal financial constraints, I am unable to continue beyond the date I communicated. I also have an upcoming opportunity that requires me to join within the agreed timeline, and any delay may cause me to lose that role — which would make my family situation even more difficult.

I have completed a full and smooth handover of all my responsibilities, and my manager has confirmed that all pending tasks have been properly transferred.

I sincerely request your kind support in approving my early relieving. This would be a great help for me during this challenging period. I assure you that I have acted responsibly and ensured there is no disruption to ongoing work.

Thank you for your understanding.