

Type the following letter according to the style indicated. Use current date. Addressee's reference is WK/2/RL and sender's reference is DS/99/L.

Mr. John Adams,
316 Strand,
London. WC2R 0PW

Dr Mr. Adams,

← Leave Without Pay ← U/S

Insert year.

I refer to your application dated 30th March,
leave for fourteen (14) days without pay

@/

SPELL
OUT

It has been noted that arrangements have been
made with your HOD for you to ~~take~~ get the annual
leave accruing to you before you proceed on leave
without pay.

tr/

I am pleased to inform you that the period of NO
PAY leave from 14th - 27th May, is granted subject
to the following conditions

Insert year

INSET
from both
margins

"To maintain your membership in the Pension Plan
you will be required to pay in advance 6%
of your salary for the period involved."

Insert day

Insert
year

"you will be required to report for duty on
28th May, failing which it will be considered
that you have terminated your services with this
firm."

If you agree to the conditions stated above, please
sign the duplicate letter and return to me
immediately.

Yrs Sdly,
Speedwell Constructions Ltd.,

Human Resources Manager.

R.K/yhs
Att.

T: The letter is from S C L,

Federal Road,
Perivale,
Middlesex. UB6 7AW

In full