

Date: _____

To
American Information Technology Corporation
5525 N MacArthur Blvd, Suite 580
Irving, TX 75038

Dear sir/madam:

Sub: Notice of Personal Time-Off.

This is to let you know that I will be taking personal time off for the next _____ weeks. Once I am ready to take up an assignment with American Information Technology Corporation, I will get in touch with you. I acknowledge that during this period, I will not be paid my usual salary because of my unavailability to work.

During this time, if you wish to get in touch with me, please send mails to my email id: _____

Thanking you,

Best Regards,

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