**Format for Request Letter for Employee Replacement**

From:

Adarsh Swami

Deputy Marketing Manager

Fullerton Software Ltd.

New Delhi

Date: 11.06.2018

To:

Mr. Rakesh Gupta

Human Resource Manager

Fullerton Software Ltd.

New Delhi

Sub: Request Letter for Employee Replacement

Dear Mr. Gupta,

I am writing this request letter in order to seek replacement of one of our employees in Marketing Department. I am talking in relation with Mr. Sumanth Pant. He is working as my assistant from last nine months.

In my career of eight years, I have never ever filed a complain against any employee but because of very frequent leaves by Mr. Path, I am compelled to seek an employee replacement. He has been going on leaves quite often because of some personal health issues and because of that I have been facing a lot of inconvenience which I feel have led to a fall in my own performance as I have to deal with various trivial issues all by myself.

It is a humble request from you to please have my assistant replaced so that I can work on upcoming projects.

Thanking in anticipation.

Sincerely,

Adarsh Swami

Deputy Marketing Manager

Fullerton Software Ltd.