

Machala, November 25 2024

Magister

Cinthia Chica Gómez,

SEDUIN GENERAL MANAGER

Subject: Absence Notification for December 4, 2024

I hope this message finds you well. I am writing to inform you that I will be unable to attend work on December 4, 2024, as I will be traveling to Unidad Educativa La Inmaculada to participate in the ESL Interscholar Speech Contest. The theme of the contest is "Inspiring Voices: United for Change."

The contest will take place at 09:00 am. The student who is going to participate is: Sussy Chonillo from 2 Bach A.

I have made arrangements to ensure that my responsibilities are covered during my absence. I will leave detailed instructions for any pending tasks and coordinate with the Subinspector to ensure a smooth handover.

Thank you for your understanding and support. Please let me know if you need any further information.

Best regards,

A handwritten signature in black ink, appearing to read 'Jeffrey', with a stylized flourish at the end.

Jeffrey Pizarro Calderon

English Academic Coordinator