

*Dear Youth Commission,*

*After our meeting on June 5th, 2023, I am submitting my formal request for a leave of absence from my position as a Mayoral Appointee of the Youth Commission. My time away from work will be from June 12th, 2023, to the end of my term, as I am working two jobs and traveling out of the country for most of the summer.*

*If my request is approved, I am more than willing to help prepare a plan of action to take care of my job responsibilities while I am away from the job. If needed, I can be available by phone or email to provide help in answering any questions that may arise.*

*If you need any additional information, please let me know. Thank you for your time in discussing the leave with me and for considering my request.*

*Sincerely,*

*Yena Leia Im*