

Warangal.
05/05/2020

To

The Principal.

SRI Tw

Ananthasagar

Harmon Kunder

Sub: Request for Bereavement Leave

Respected Madam,
I am G. Sukhaverji working as Assistant Professor in CSE dept, I am informing you that my Father Passed away on 24/04/2020. So, I am unable to attend the college from 24/04/2020 to 04/05/2020. I request you to consider this and grant me leave.

Thanking you

Yours Sincerely



G. Sukhaverji
Asst. Professor CSE dept

Forwarded to
Principal madam
for kind consideration.

 5/5/2020

Rajai

PRINCIPAL

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (T.S.)