

Warangal
17/05/2021

To
The principal
SRITH
Anantha sagar
Hanamkonda

Sub:- Request for Bereavement leave

Respected Madam,

I am A. Mahesh working as Assistant professor in CSE dept. I am inform you that my father passed away on 18th May 2021. So I am unable to attend the college from 18 May 2021 to 29th May 2021. I request you to consider this and grant me leave

Forwarded to the Principal


17/05/2021

Thanking you
Yours sincerely


A. Mahesh

[Asst. professor CSE dept]

Rajai
PRINCIPAL

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