

07.12.2020

To
The Principal,
Sumathi Reddy Institute of
Technology for Women,
Ananthasagar,
Hasanparthy.

Sub: Request for bereavement Leave - req. - req.

Madam,

I, S. VISHAKI, Asst. Prof. of CSE department
requesting you to please grant my casual leaves
as bereavement leave as my father passed away
on 25.11.2020 So I couldn't attend the college.
Leave duration was 25.11.2020 to 5.12.2020.

Thanking you,

To
Principal madam
forwarded for your
kind consideration

Yours faithfully

S. Vishaki

(S. VISHAKI)

Rajai
PRINCIPAL

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

[Asst. Prof. of CSE]

07/12/2020