

Warangal
Date: 17/01/23

To
The principal
SRITW
Ananthasagar
Warangal

Respected Madam
Sub: Bereavement Leave Application - reg

I (Dr. Rajitha Gurijala), working as Assistant professor in H&Sc, SRITW. Writing this letter to inform you that, my mother-in-law passed away on 03/01/23. So I am unable to attend college from 03/01/23 to 16/01/23.

I request you to consider this and grant me leave for above mentioned dates.

Thanking you

Forward to Principal madam

17/01/2023


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

Yours Sincerely
Dr. Rajitha Gurijala
(G. Rajitha)
Asst. professor
H&Sc (SRITW)