

Date : 02/01/2021

Warangal

TO

The Principal

SRITW

Warangal

Sub: Request for 10 days of marriage leave.

Respected Madam,

I am A. Mahesh, working as Asst. Prof in CSE department writing to formally request 10 days of marriage leave, beginning on 3rd JAN 2021 to 13th JAN 2021 in order to celebrate my wedding. I understand the importance of my role in the department and i will ensure a smooth transition during my absence your consideration is greatly appreciated.

Thanking you Madam

Yours Sincerely

A. Mahesh

CSE Department.

Forwarded to the Principal

[Signature]
02/01/2021

Rajai
PRINCIPAL

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

[Signature]

(Asst. Prof.)