

10/2/2019

Ananthasagar

To

The Principal,

SRITW,

Warangal.

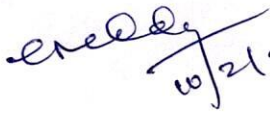
Sub: Request for 10 days of Marriage leave - reg

Respected Madam,

I, M. Anitha, working as Assistant Professor in ECE Department writing to formally request 10 days of marriage leave i.e 14/02/2019 to 24/02/2019 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

Forwarded to the Principal


10/2/2019

Rajai

Principal

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

Yours sincerely

M. Anitha

Assistant Professor

ECE Department.