

29-5-2023

Ananthasagar.

To

The Principal,

SRITW,

Warangal.

Sub: Request for 10 days of Marriage leave - reg.

Respected Madam,

I, V. Pranathi, working as Assistant Professor in CSE Department writing to formally request 10 days of marriage leave, beginning on 30-5-2023 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.

To
Principal madam
forwarded for your
kind consideration

 29/5/2023.

Yours Sincerely

V. Pranathi

Assistant Professor

CSE Department.



PRINCIPAL

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