

Date: 11-06-2021
Warangal,

TO
The principal madam,
SRITW,
Warangal.

SUB: Request for 10 Days of Paternity leave.

Respected madam,

I, B. Prabhanjan Yadav, working as Asst. Prof in CSE Dept writing to formally request a period of Paternity leave, Specifically 10 days, in order to be present for the birth and early care of my child. I assure you that I have taken all necessary steps to ensure a smooth transition during my absence. I have already communicated with my colleagues about my impending leave, and they have expressed their willingness to assist with any urgent matters that may arise in my absence. So I kindly request that my paternity leave will be granted starting from 15-06-21 to 24-06-21. Thank you for considering my request for paternity leave.

Thanking you madam,

Forwarded to
Principal madam
for kind consideration.

 11/6/21

Rajai
PRINCIPAL

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

Yours Sincerely

B. Prabhanjan Yadav
Asst. Prof. CSE Dept

8309188992