

Warangal
27/06/2022

To
The Principal
SRITW
Ananthasagar
Warangal,

Sub: Request regarding paternity leave

Respected madam,

I, Mounthujaya Mendu working as an Assistant professor in CSE Department. I would like to avail paternity leave from 28/06/2022 to 07/07/2022 as we are blessed with a baby girl on 26/06/2022 and my presence is essential during this time.

I kindly request you to consider & grant me a leave.

Thanking you

Forwarded to the Principal

careddy
27/06/22

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Yours faithfully,

M. Mounthujaya

Rajai
PRINCIPAL

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