

warangal.
15/02/2023

To
The Principal
SRITW
Anantha Sagar,
Hanamkonda.

Sub: Request for Paternity Leave.

Respected Madam,

I Gr. Sukhaverji working as Assistant Professor
in CSE department. I would like to request
Paternity leave from 16-feb-2023 to 25-feb-2023.

My partner and I are expecting the birth of our
child, and would like to be present to support her
and care for our new family member during the
special time. I request you to consider this and
grant me leave.

To
Principal madam,
forwarded for your
kind consideration.

15/2/23.

Thanking you,

Yours Sincerely,



Gr. Sukhaverji

[Asst. Professor, CSE dept]

Rajai

PRINCIPAL

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