

Warangal  
18/07/2022

To  
The principal  
SRITW  
Anantha Sagar  
Hanamkonda

Sub :- Request for paternity leave.

Respected Madam,

I B.Chizanjeevi working as Assistant professor in CSE department. I would like to request paternity leave from 18.07.2022 to 27.07.22. My partner and I are expecting the birth of our child, and would like to be present to support her and for our new family members during the special time.

I Request you to consider this and grant me leave.

To  
Principal madam  
forwarded for your  
kind consideration.

 18/7/22.

  
PRINCIPAL

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

Thanking you  
Yours Sincerely



B.chizanjeevi

[Asst. professor, CSE dept]