

29.04.2023,

Warangal.

To

The Principal

SRITH,

Ananthasagar,

Warangal.

Sub: Request for 8 days of Paternity Leave

Respected madam,

I am D. Koteswar Rao, working as Asst. Professor in ECE department, requesting a period of paternity leave for 8 days, to present of birth of my child. i.e, from 30.04.2023 to 07.05.2023. I have altered my classes for smooth running of academics. So, kindly accept my request and grant paternity leave.

Thanking you madam,

yours sincerely

D. Koteswar Rao

Asst. Prof. of ECE, dept.

9491820424

Rajai
PRINCIPAL

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

Respected Principal
madam,
forwarded for your
kind consideration

For ECE
29/4/23