Subject: Leave Request for Aditya Pachupate (23 May – 2 June 2025).

Dear Vignesh,

I hope you are doing well.

I am writing on behalf of Aditya Pachupate, a student from Government College of Engineering Karad, to formally request leave from 23 May – 2 June 2025 for college examination and project evaluation. This evaluation is an essential academic requirement and his participation is crucial for his progress.

Below are the details of his leave request:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee ID** | **Employee Name** | **Cohort Code** | **Batch Owner** | **Leave Requested Date** | **Reason for Leave** |
| 2392848 | Aditya Pachupate | INTADM25DFSA001 | S, Vignesh | 23 May – 2 June 2025 | College examination & Project evaluation. |

Kindly consider this request & provide your approval. Please let me know if any further details or formalities are required from our end.

Looking forward to your confirmation.

Best regards,

Prof. Uma Patil

Training & Placement Officer

Govt. College of Engg, Karad