

To,

Principal Investigator, AI-DFE

Pt. Ravishankar Shukla university Raipur

Raipur 492010 (C.G.)

Subject: Request for leave.

I am writing to request a four-day leave of absence from work on 13,14,15 and 18 May, due to personal work that requires my presence in Raigarh.

I assure you that I will complete all my pending tasks before my leave and will be available via phone for any urgent matters. I will resume work promptly on 19.06.2024.

Thank you for your understanding and consideration.

Sincerely,  
Anil Kumar Wasisth  
(Project Assistant, AI-DFE)  
Mo : 9174857381

Date : 13.06.2024