

## Anusuya's Leave Request

From:

U. Anusuya

Software Programmer

Bharathbrands Pvt. Ltd.

To:

The Chairman

Bharathbrands Pvt. Ltd.

Chennai, India

Subject: Leave Request for Family Functions and Work from Home

Dear Sir/Ma'am,

Good evening.

I would like to request 4 days of leave from 19th May 2025 to 22nd May 2025 as I will be attending my family functions.

Additionally, I request 2 days of work from home on 23rd May 2025 and 24th May 2025.

Kindly approve my leave request.

Thank you for your consideration.

Best regards,

U. Anusuya