Examples of Common Errors

Leave Application

1. From an Employee who wanted to perform the *Mundan* ceremony of his 10 year old Son. “As I want to shave my son’s head please leave me for two days.”
2. Leave to perform his daughter’s wedding “ as I am marrying my daughter please grant a week’s leave”
3. “As my mother in law has expired and I am only one responsible for it please grant me 10 days leave.”
4. Leave for half- day “Since I have to go to the cremation ground at 10 o’clock and I may not return, please grant half day casual leave.”
5. “I am suffering from fever please declare one day holiday.”
6. To the headmaster, “I am studying in this school I am suffering from headache please leave me today.”
7. As my headache is paining please grant me leave for the day.
8. My wife is suffering from sickness and as I am her only husband at home I may be granted leave.
9. I am well here and hope you are also in the same well.

Covering note:-

I am enclosed herewith...

Dear Sir with reference to the above, please refer to my bottom...