PRATICAL 2

Writing an email

Gmail

in:draft

LEAVE APPLICATION

nisha20shetty@gmail.con

LEAVE APPLICATION

Respected Madam,
good afternoon

My name is karan shetty from DELTA DIVISION (Non-core department).This month our team has performed quite well and i know it will be going good further there were lots of pressure and difficult task during this project.in the middle of the project on this day JANUARY-03-2022 my cousion had a engagement which i missed.   And i should be present on his marriage for him on feburary-02-2022. I am requesting you for a leave for a week and i will be able to mange all the missing work and it's my responsiblity.   I will not put you in burden.i hope you will kindly understand and waiting for reply

your employee
karan shetty

Sans Serif

Send

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