Head of Department

Finance Department

XYZ Company

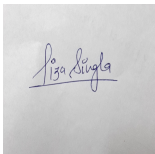Date: 17/11/2019

Subject: casual Leave Application

Dear Sir,

My name is Liza Singla, employee id liza98, of Finance Department, team number 23.

I want to apply for leave from 2019-11-19 to 2019-11-23 due to going outstations.

I will be obliged if you consider my application for approval.

Yours sincerely,

Liza Singla

Liza Singla