

Head of Department

Finance Department

XYZ Company

Date: 17/11/2019

Subject: earned Leave Application

Dear Sir,

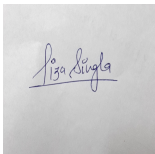
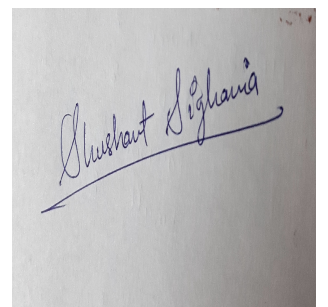
My name is Liza Singla, employee id liza98, of Finance Department, team number 23.

I want to apply for leave from 2019-11-21 to 2019-11-23 due to shifting.

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

Yours sincerely,

Liza Singla

A small, square image showing a handwritten signature in blue ink. The signature appears to be 'Liza Singla' written in a cursive style.A rectangular image showing a handwritten signature in blue ink. The signature is 'Shubhant Singhania' written in a cursive style, with a long horizontal line extending from the end of the name.