Head of Department

Research Department

XYZ Company

Date: 15/11/2019

Subject: casual Leave Application

Dear Sir,

My name is kamlipreet kaur, employee id bongi, of Research Department, team number 14.

I want to apply for leave from 2019-11-20 to 2019-11-22 due to extra leaves.

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

Yours sincerely,

kamlipreet kaur