

Head of Department

IT Department

XYZ Company

Date: 15/11/2019

Subject: casual Leave Application

Dear Sir,

My name is Simarpreet Kaur, employee id Simar023, of IT Department, team number 11.

I want to apply for leave from 2019-11-22 to 2019-11-26 due to wedding of my sister.

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

Yours sincerely,

Simarpreet Kaur

