

Head of Department

IT Department

XYZ Company

Date: 15/11/2019

Subject: casual Leave Application

Dear Sir,

My name is somya, employee id somya787, of IT Department, team number 123.

I want to apply for leave from 2019-11-16 to 2019-11-19 due to wedding of my sister.

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

Yours sincerely,

somya

