

Head of Department

Finance Department

XYZ Company

Date: 17/11/2019

Subject: earned Leave Application

Dear Sir,

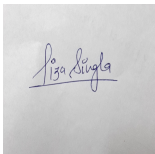
My name is Liza Singla, employee id liza98, of Finance Department, team number 23.

I want to apply for leave from 2019-11-21 to 2019-11-24 due to medical checkup.

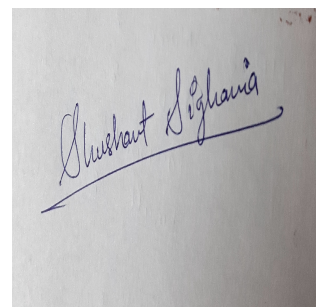
I will be obliged if you consider my application for approval.

Yours sincerely,

Liza Singla

A small rectangular image showing a handwritten signature in blue ink that reads "Liza Singla".

HOD's Signature

A rectangular image showing a handwritten signature in blue ink that reads "Anushant Singhania".