

Head of Department

IT Department

XYZ Company

Date: 15/11/2019

Subject: casual Leave Application

Dear Sir,

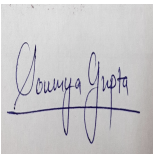
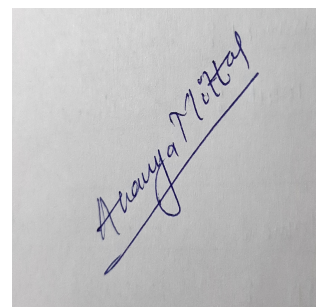
My name is Somya Gupta, employee id somya101, of IT Department, team number 29.

I want to apply for leave from 2019-11-27 to 2019-11-29 due to wedding of sister.

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

Yours sincerely,

Somya Gupta

A handwritten signature in blue ink that reads "Somya Gupta". The signature is written in a cursive style and is underlined with a single horizontal stroke.A handwritten signature in blue ink that reads "Aranya Mittal". The signature is written in a cursive style and is underlined with a single horizontal stroke.