

Head of Department

IT Department

XYZ Company

Date: 11/11/2019

Subject: casual Leave Application

Dear Sir,

My name is Luti, employee id Lite, of IT Department, team number 23.

I want to apply for leave from 2019-11-12 to 2019-11-16 due to eve hi meri mrji.

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

Yours sincerely,

Luti



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