

Head of Department

Finance Department

XYZ Company

Date: 13/11/2019

Subject: earned Leave Application

Dear Sir,

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

I want to apply for leave from 2019-11-15 to 2019-11-17 due to qwertt.

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

Yours sincerely,

somya

