

Head of Department

IT Department

XYZ Company

Date: 18/11/2019

Subject: casual Leave Application

Dear Sir,

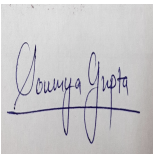
My name is Somya Gupta, employee id somya101, of IT Department, team number 29.

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

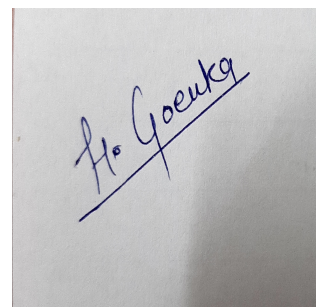
I will be obliged if you consider my application for approval.

Yours sincerely,

Somya Gupta

A small rectangular image showing a handwritten signature in blue ink. The signature appears to be 'Somya Gupta' written in a cursive style.

APPROVED BY HR

A small rectangular image showing a handwritten signature in blue ink. The signature appears to be 'H. Goenka' written in a cursive style.