

Head of Department

grt Department

XYZ Company

Date: 11/11/2019

Subject: casual Leave Application

Dear Sir,

My name is Simar, employee id KAmli, of grt Department, team number 23.

I want to apply for leave from 2019-11-15 to 2019-11-22 due to extra leaves.

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

Yours sincerely,

Simar