

Miss Yougali Yeshwant Parab
Assistant Professor Computer Science
Software Development Cell

Date : 27-11-2024

To

The Director,
Directorate of Higher Education
Goa Education Complex, Porvorim, Bardez, Goa

Subject: Leave application for vacation.

Respected Sir,

I am writing to formally request unpaid leave for vacation from 24-12-2024 to 27-12-2024(04 days).I will resume my duties on Monday 30-12-2024.

As I will be out of my hometown I ensure that a smooth handover will be given to the link official before my leave period. If required, I will be available via email or phone for any urgent matters during my absence.

Thank you for your understanding and support.

Yours sincerely,

(Yougali Yeshwant Parab)

9158661255/8446206651