



शासकीय तंत्रनिकेतन, धाराशिव

दिनांक: 2024-03-18

प्रति,
मुख्याध्यापक महोदय/महोदया,
शासकीय तंत्रनिकेतन, धाराशिव

विषय : Request for Leave

I hope this letter finds you in good health and high spirits. I am writing to request a short leave from my duties as a teacher in the CO Department.

Due to unforeseen personal circumstances, I find it necessary to request leave from today to tomorrow. During my absence, I will ensure that all necessary arrangements are made to minimize disruption to the department's operations.

I apologize for any inconvenience my absence may cause and assure you that I will do my best to make up for any missed responsibilities upon my return.

Thank you for considering my request. Your understanding and support in this matter are greatly appreciated.

धन्यवाद,
Abhinay Ambure,
Teacher Computer Engineering
शासकीय तंत्रनिकेतन, धाराशिव