1. **Job Application**

***Subject: Application for Sr. Mobile App Developer***

With reference to your job ad in Naukri.com, I would like to submit my application for the position of Sr. Mobile App Developer in your company.

Please find attached a copy of my resume. I look forward to hearing from you.

1. ***Leave Application***

***Subject: Leave Application/Request***

I am writing to request you for a leave of {X days} from {start date} to {end date} since I have to attend to a medical emergency of a close relative.

**OR**

I am down with cold and fever because of which I will not be able to come to the office for at least {X days}. As per my family doctor or doctor consultant, it is best that I take rest and recover properly before resuming work.

I shall be available on the phone call for any important or urgent issues or clarification.

I will be thankful to you for considering my application.