**Leave Application**

TO

ANTS Company,

Date: 30th of April’2024

**Sub: Taking a leave for whole day**

Dear Sir/Madam,

I would not be able to come today for the whole day. I have my project demo date today of my 7th Semester that is why I will be not able to come to company. I will start and join on Thursday(2nd May). So, I would like to take a leave for Wednesday(1st May) i.e. tomorrow.

"Thank you for understanding. See you on Thursday, [Sir/Madam]. Have a great day!"

Your Trainee,

Abit Shrestha