

Approval of leave application

Subject: Approval of leave application

Dear BALAKUMARAN

We have received your request to be exempt from our classes from [2022-01-09] to [2022-01-12]. This notification serves as confirmation that your request for time off has been approved. Please know that you will be missed in your absence, but we wish you the best for your time off.

Should you have any questions or concerns regarding this matter, please feel free to contact us directly through email: query@acsind.tech. Otherwise, I thank you for being a valued student of Team [675675]. We will look forward to seeing you again when you return.

Reason for Leave

bdt



Thank you!

Signature of Training Head

This form will be submitted to the respected officer and it will be inspected manually. If there is any policy violation found, severe action will be taken.