From: Date: 25.10.2017

Shashikumar. H. M.

Asst. Training & Placement Officer,

RRCE, Bangalore

To:

The Principal

ACSCE, Bangalore

Through:

The Principal

RRCE, Bangalore

Dear Sir,

**Subject:** Request to Grant Attendance for my presence at ACSCE, in the month of October 2017

With reference to the above subject, I have worked in ACSCE on the following dates. Request you to sanction my attendance for the same.

|  |  |  |
| --- | --- | --- |
| **Day & Date** | **Duration** | **Reason** |
| Friday, 06.10.2017 | 08:40 am – 12:10 pm | M/s. Elintlabz Pool Campus Drive |
| Friday, 13.10.2017 | 09:00 am – 05:20 pm | M/s. Hiremee Online Assessment Test |

Kindly do the needful.

Regards

Shashikumar. H. M.

Asst. TPO, RRCE

Dr. H. R. Ananth Principal, ACSCE Principal, RRCE

Head – Training & Placements

RRGI, Bangalore