

# Smart Connect Global Education Pvt. Ltd.

Date: \_\_\_\_\_

**Subject:** Application for Leave

Dear Sir/Madam,

I am writing to inform you that I would like to request \_\_\_\_\_ days of leave from \_\_\_\_\_ to \_\_\_\_\_. The reason for my leave is:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

During my absence, I will ensure that all pending tasks are completed or delegated to a colleague. In case of any urgent matters, I can be reached at \_\_\_\_\_.

I kindly request you to approve my leave.

Thank you for your understanding.

Sincerely,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

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## For Official Use Only

Leave Request:      ☐ Approved      ☐ Not Approved

Comments (if any):

1. \_\_\_\_\_
2. \_\_\_\_\_

\_\_\_\_\_  
Head of Department

Date: \_\_\_\_\_