

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: _____

For Official Use Only

Leave Request: ☐ Approved ☐ Not Approved

Comments (if any):

1. _____
2. _____

Head of Department

Date: _____