

Permission Letter

To

The Head of the Department,
Department of Computer Science and Engineering,
Arunai Engineering College,
Tiruvannamalai - 606601

Respected Sir/Madam,

Subject: Request for On-Duty Leave from 22-07-2025 to 10-08-2025

I am David Shalom M (Reg No: 510422104025), a final year student of the Department of Computer Science and Engineering, currently undergoing my internship at WebTrendz in the domain of MERN Stack.

I would like to inform you that my internship is progressing exceptionally well and has been a valuable learning experience. The internship is scheduled to end on August 5, 2025. As it is mandatory to be present at the company to receive the final internship certificate and complete the formalities, I will not be able to attend college during this period.

Therefore, I kindly request you to grant me On-Duty (OD) leave from July 22, 2025, to August 10, 2025, so that I can successfully complete my internship and collect the certificate.

I assure you that I will compensate for any academic work missed during this period and will adhere to the department's guidelines.

Thank you for your kind consideration.

Yours faithfully,
David Shalom M
Reg No: 510422104025
Final Year
Department of CSE