**Permission Letter**

**To**

The Principal,  
Through Head of the Department (CSE),   
Arunai Engineering College,   
Tiruvannamalai - 606601  
  
Respected Sir/Madam,   
  
Subject: Request for On-Duty Leave from 22-07-2025 to 05-08-2025   
  
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 05, 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