

LEAVE APPLICATION LETTER

Formal Request for Leave of Absence

Date: 2025-12-26

To,

The Supervisor,
HR Pro,
Bangalore.

Subject: Leave Application Request

Dear Sir/Madam,

I am writing to formally request a leave of absence provided with the following details:

Employee Name: murugan

Employee ID: em01

Leave Start Date: 2025-12-27

Leave End Date: 2025-12-27

Reason: sgvsg

Team: eaefef

Project: sgsg

Team Leader: sgsrg

I have ensured that my current tasks are up to date and have handed over necessary responsibilities to my team. I can be reached at **8090705060** or **murugan@gmail.com** in case of any urgent requirements.

I hope for your favorable consideration.

Sincerely,

murugan
(Employee Signature)