

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)