

17 / 05 / 2021

To

*Dr. Majdi Mohammed Bait Ali Sulaiman,
Head of the Department,
Engineering Department
UTAS – Nizwa.*

Dear Sir

Sub: Request to avail my balance internal leave with the final settlement proceeding – Reg.

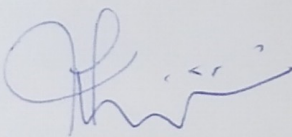
I, P. Thiyagarajan (Lecturer in Physics – Applied science section – Engineering Department) have been notified from the University of Technology and Applied Sciences about the non-renewal of my contract in the first week of April 2021. Since my tenure in UTAS will soon end, I take this opportunity to thank all my superiors since 2006, who had been so supportive and encouraging during my professional career in UTAS Nizwa.

This letter is submitted for your consideration to allow me to avail the 33 days of internal leave balance that I have in my credit, from 13th June 2021. This date is in accordance with end of the academic calendar 2020-2021 of UTAS.

Sir, I assure you that my absence from this day will not affect the academic proceedings of the section/department.

Right now, I plan go back to India immediately after 13th June, so I request you to kindly make arrangements with your good office to do the needful to complete the formalities to avail the final settlement on or before the above mentioned date (13th June 2021). I would be extremely grateful if you could do this, as it will help and support my pursuit to find a new suitable position at the earliest during this pandemic situation.

Excepting a positive reply and necessary action for my above request, at your earliest convenience.

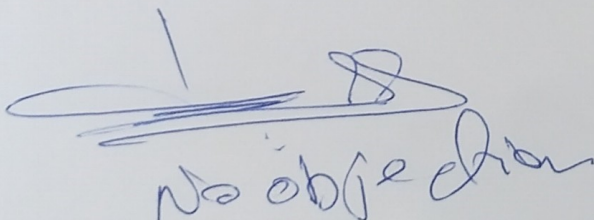
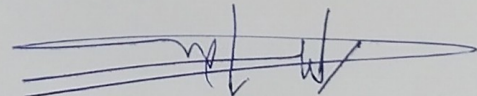


Yours sincerely,

P. Thiyagarajan

No objection, According to the plan in this semester, the academic system for teaching will not be affected. Wishing him success in finding a new position.

17/5/2021



No objection