



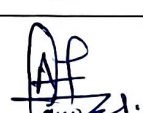
To,
The HoD Engineering Department
University of Technology and Applied Sciences Nizwa.

Subject: Internal Leave Application for 2 days.

Respected Sir,

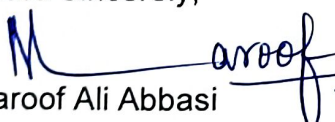
With all due respect, I would like to inform you that my elder son has to appear in the entrance test of college for HSSC admission. I have to go with him to Pakistan because he is unaware of the air travelling protocols as he is travelling after the span of three years. So, I request you to allow me to take the leave for **2 days i.e. 22/06/2022 and 23/06/2022.**

I feel confident that my colleagues are able to continue the exceptional work during my absence. The class arrangement has been done and it is shown below with staff signature.

Date / Day	Class Time / Section (Room No.)	Staff Name	Signature
22/06/2022 - Wed	10:00–12:00 Sec 3 (Phys Lab)	Dr. Preethy	
22/06/2022 - Wed	02:00–04:00 Sec 6 (AD 302)	Dr. Rajesh	
23/06/2022 - Thu	10:00–12:00 Sec 3 (Phys Lab)	Dr. Fakhr	

I can be able to start again my work at the office on Sunday, 26/06/2022 morning. Therefore, I shall be grateful to you for permitting me to take 2 days of leave.

Yours Sincerely,




Maroof Ali Abbasi 21/6/2022

Physics Lecturer

E & E Section

Engineering Department

UTAS-Nizwa


Approved

21/6/22