

To

The Head of Department  
Computer Science and Engineering,  
GNIOT, Greater Noida

Re: Application for attendance consideration.

Dear Sir,

I am Pankaj Kumar , a final year student of your college of Computer science and engineering stream.

I am writing in to inform you that I am selected in the Skilrock Technologies as a software engineer trainee at the drive held in I.T.S. Engineering college and I joined Skilrock Technologies on 20 december 2016. So, I am unable to attend final semester classes.

I am requesting you to consider my attendance for the coming semester, I would be really grateful to you.

Thanking you.

Regards,  
Pankaj Kumar  
Branch:CSE  
Roll:1313210069  
ID:130312