

To ,
The Head of the Department,
Computer Science and Engineering ,
Government Engineering College, Raipur(C.G)

Subject : Application for Leave and Engaging classes.

Respected Sir,

With due Respect I want to inform you that I Mr/Mrs Emily would like to take leave of 1 days from 2024-01-13 to 2024-01-13 because I have stomach Ache.
Kindly grant me leave of absense. The Details of class engage is mentioned as follows.

Date	Day	Period	Semester	Branch	Subject	Engage by faculty Name
13-1-2024	Wednesday	4	1	CSE	PPL	Aradhya
13-1-2024	Wednesday	6	7	CSE	ML Lab	pallavi

Thank You.

Your sincearly
Name of the Faculty : Mr/Mrs Emily
Department CSE