

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 naman das would like to take leave of 2 days from 2023-12-12 to 2023-12-13-----.

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
12-12-2023	Monday	5	6	CSE	IOT	ranjana

Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs naman das
Department CSE