

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 Anita would like to take leave of 2 days from 14-03-2024 to 15-03-2024 because I am Exhausted.

Kindly grant me leave of absense.

Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs Anita

Department CSE