

To ,  
The Pririncipal,  
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 Ramesh would like to take leave of 1 days from 2024-01-12 to 2024-01-12 because I have to attend Meeting.  
Kindly grant me leave of absense.

Thank You.

Your sincearly

Name of the Faculty : Mr/Mrs Ramesh  
Department CSE