IMS Engineering College  
Pankaj Goel,

Date:2022-10-16

Subject:Illness

Sir/Ma'am

I am writing to ask you for a 4 days leave from 2022-10-16 to 2022-10-20 due to due to illness . I am going to resume work from the 2022-10-24.

I shall be reachable on my mobile number and email during the period. My person in charge, Rohit Kumar Pandey will be handling my tasks in my absence.

I will be thankful to you for considering my application.  
   
   
Yours Sincerely,  
   
Ram Badan Pandey