IMSEC  
HOD  
Sonali Ma'am,

Date:2023-01-28

Subject:Leave Application

Sir/Ma'am

I am writing to ask you for a 87 days days leave from 2023-01-28 to 2023-04-25 due to Illness . I am going to resume work from 2023-04-25.

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