

To,
Sapna Kumari,
Human Resource Manager,
S.H Techno solution Private Limited,
Patna

Subject: Leave application for two days due to Cheti festival.

Dear Mrs Sapna Mam,

I would like to inform you that I will not be able to come to office on 12th and 13th April 2022, tuesday and wednesday since I will be visiting my home town to join cheti festival at home. I will be back to work on Thursday, 14 April 2022.

I request you to kindly grant me leave for two days. I have asked Sarabjit Sir to look after any urgent work that may come up in my absence. I will also be available on my mobile number for any clarification.

Please accept my apologies for this sudden unplanned leave request.

Thank you in advance.

Yours Sincerely,
Bablu kumar