Date:12th Nov, 2021

To,

HR(Human Resource)

Subject: Leave Application

Dear mam,

I would like to bring to your kind attention that I would not be able to be present in the office for 6 days as I would be having my back exams of 3rth semester. The days that I am looking for a leave are:

28rd Karthik, 2078

29th Karthik, 2078

30th Karthik, 2078

However, I would like to assure you that if an urgent task arises in my absence, I would be absolutely ready to do it according to my time compatibility.

I hope you will consider my request and process the leave application.

Thanking you,

Dayaraj Chaudhary

Junior Laravel Developer

OnlineZeal