

**LOGO**

## **Leave Letter**

To, The Head of Department, [Department Name], [College/School Name], [Location] Date: \_\_\_/\_\_\_/\_\_\_ Subject: Application for Leave Respected Sir/Madam, I, [Your Full Name], working as [Your Designation, e. g., Assistant Professor in Computer Science Department], request you to kindly grant me leave from [Start Date] to [End Date] due to [Reason for Leave]. During this period, I will ensure that alternative arrangements for my scheduled classes are made, if required. I kindly request your approval for the same. Thanking you in anticipation. Yours sincerely, [Your Full Name] [Your Designation] [Department Name]