

LOGO

Leave Letter

body: <p>To,
The Head of Department,
[Department Name],

[College/School Name],
[Location] </p>

<p>Date: __/__/____ </p>

<p>Subject: Application for Leave </p>

<p>Respected Sir/Madam, </p>

<p>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]. </p>

<p>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. </p>

<p>Thanking you in anticipation. </p>

<p>Yours sincerely,
[Your Full Name]
[Your Designation]

[Department Name] </p>