



SHRUTI SHIRSAT <shruti.c.shirsat@gmail.com>

Seeking permission for 2-days leave.

1 message

SHRUTI SHIRSAT <shruti.c.shirsat@gmail.com>

6 March 2024 at 11:38

To: "japeanujast@sanjivani.org.in" <japeanujast@sanjivani.org.in>

Dear mam.

I, Shruti shirsat, FY BTech student from structural engineering.

I hope this email finds you well. I am writing to formally seek a leave of absence for 2 days,[5 Mar-7 Mar].

I have personal matter that requires my immediate attention & I would like to take the time to address it. I understand the importance of my role in the team & I assure you that I have arranged for my tasks to be covered during my absence.

I would appreciate it if you could let me know if my seek for leave has been approved, so that I can make necessary arrangements. I will make sure to catch up on any missed work as soon as I return & I will be available for any emergency needs.

Thank you for your understanding and support.

Yours faithfully,

Shruti Shirsat

F.Y. B.Tech

[structural engineering]

Div-F, Roll no. 56