

Date: 07/06/2024

Name of Employee: - Ravi Mishra Department: IT

Emp. Code: - 24020056

I would like to avail leave for: - Full Day on 08/06/2024

Reason: - Household Work

In my absence my work will be handled by: - Chetan Sir (IT)

Signature of Employee Authorized By: Ashish Sir (Admin)