

Date:31-10-2025

From

Mondithoka Steeven

Work-Based Learning Intern

C-DAC, Hyderabad

To

The Supervisor

Coordinator WBL Program

C-DAC, Hyderabad

Subject: Request for Leave to Attend Semester Examinations

Respected Sir,

I respectfully wish to inform you that my semester examinations are scheduled to be held from 03-11-2025 to 22-11-2025. As these examinations are an essential part of my academic curriculum, I kindly request your permission to avail leave during this period to attend and prepare for them.

I assure you that I will resume my internship duties immediately after the examinations and will take all necessary measures to complete any pending work to ensure that the ongoing project activities are not affected.

I shall be highly obliged for your kind consideration and approval of my leave request.

Thank you for your time and consideration.

Yours faithfully,
M. Steeven
C-DAC Hyderabad

Supervisor/Mentor
Name: RAMU
Designation:Scientist-E