**LEAVE APPLICATION**

*AMITABH*

*RANCHI*

*JHARKHAND*

*DATE: 06/10/2022*

*TO,*

*AMAL*

*POSITION TITLE:*

*SUBJECT: ---- for leave*

*DEAR MR AMAL*

*I would like to request you to grant me leave my elder brother marriage from 06/10/2022 to 10/10/2022 I joined the company about three months ago, and have only take leave for until now. The details of my previous leaves are as follows:*

|  |  |  |  |
| --- | --- | --- | --- |
| *No of days* | *From date* | *To date* | *Reason* |
| *2* | *20 Jan 2022* | *21 Jan 2022* | *At works* |
| *2* | *01 feb 2022* | *02 feb 2022* | *Someday busy* |
| *1* | *22 mar 2022* | *--------* | *Illness* |
| *1* | *08 may 2022* | *--------* | *Marriage* |
| *1* | *19 Jun 2022* | *--------* | *Cold* |
| *1* | *20 July 2022* | *--------* | *Family function* |

*I have already exhausted my official leave days and would like to take the 2 weeks: as unpaid leave. I assure you that I will ensure that no work is pending while I am away. It is important that you grant me this leave because I am getting married. If I don’t get this leave I will not be able to get married and my parents will become sad, so far the sake of my parent’s happiness, I hope you will consider my request. In a positive manner.*

*Sincerely*

*AMITABH BACHCHAN*

*LOHRA*