

Date: 20/04/2021

To,

Praveen Jakhar
Software Developer

Subject: Approval of Study Leave.

Dear **Praveen**,

This letter is in reference to the application we received on 3/04/2021
This is to Inform you that your request letter for study leave (sabbatical leave)
has been approved, considering your impeccable work and performance. As per
the company norms, your sabbatical leave will begin from the start date of your
course and will Conclude after your graduation.
(The salary will be credited as per Rules and regulations).

We believe sabbatical leave will help you support your education and career in
a good manner.

For: **Promien Consultancy Services (P) Ltd.**



Mr. Ravinder Pal
(Manager-Human Resources)

Cc: Personal File