**Date:29th March 2024**

**To**

**The HOD**

**Echelon Institute of Technology**

**Faridabad, Haryana**

**Subject–:**Application to Attending Workshop at Microsoft Office

,I am writing to formally request a leave of absence **29th March 2024** as I have been Selected for the opportunity to attend a developer- focused workshop titled“UI/UX and design workshop" at **Microsoft Office Gurugram.**

This workshop is a event organised by reskill , where we will explore about UI/UX AND DESIGNING, and learn how to identify real and AI generated pics there. Ibelieve that attending this workshop willgreatly enhance my understanding and skills in theseareas, which will be beneficial for my ongoing studies and future career.

I understand the importance of maintaining my academic responsibilities and will ensure to catch upon any missed coursework or assignments during my absence. I kindly request you to grant me leave for this period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

**SHREYA SEN**

BTECH CSE

(2st sem)

23-CSE-043