

Request letter

Date : 13.02.2025

From :

M. praveen kumar,
Assistant professor,
Department of pharmacology,
SS Institute of pharmacy,
Sankari.

Office Note:-

We may consider
his request for Marriage
leave from 24th February
to 09th March with pay.
Forwarded for approval.

Jmm
13/02/25

To :

The chairman sir / madam,
Shree Sathyam group of educational institutions,
Sankari.

Through : (The principal sir)

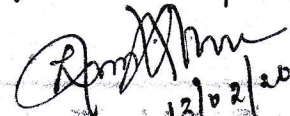
Respected sir / madam,

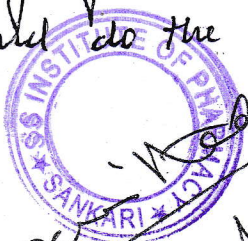
subject : Request - Marriage leave - Regarding,

Myself M. praveenkumar working as an Assistant professor
at our esteemed institution since Oct 2018. I am writing to formally
request marriage leave from 24.02.2025 to 09.03.2025. as I am scheduled
to get married during this period. Henceforth I kindly request your approval
for this leave. so I can attend to the necessary arrangements and
celebrations. I will ensure that all my duties and responsibilities are
taken care of during my absence and I will make arrangements for any
ongoing work to be handled appropriately. kindly accept my request
and do the needful in this regard.

Thanking you.

Yours truly


13/02/2025
(M. praveen kumar)



salary for
days.

PRINCIPAL,
SS INSTITUTE OF PHARMACY

