



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

Maternity leave

Requisition Letter

Date: 10/03/2021

From:

K. Soundarya,
Assistant professor,
SS Institute of pharmacy,
Sankari.

To:

The Chairman (through principal),
SS Institute of pharmacy,
Sankari.

Office Note:-

we may consider
her maternity leave
with salary, submit
for your kind approval

Respected Sir/Madam,

Subject: Requisition for maternity leave.

I am K. Soundarya working as an assistant professor in our college. As per medical advice and in accordance with the institution's leave policy, I kindly request maternity leave starting from March 20, 2021 to April 30, 2023. I will ensure that my academic and administrative responsibilities are smoothly transitioned before leave begins. I sincerely request you to consider my application and grant me the required maternity leave.

Thanking you,

Yours Sincerely, ..



PRINCIPAL

SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK).

