

Date: / /20

To,

The Principal,

**Shri Yogeshwari Polytechnic, Ambajogai, Dist. Beed.**

**Sub: Application for Casual / Duty / Sick Leave.**

Sir,

Your are kindly requested to grant me leave for ..... day (s)  
from dt..... to dt..... for the reason given below.

- 1) Casual Leave for Personal work.
- 2) Duty Leave for Meeting / Official work at ..... for .....
- 3) Earn Leave
- 4) Sick Leave due to ill health.

Thank You.

I have informed Head of the Department about adjustments of my lectures / practicals.  
during my leave period as detailed below.

Yours faithfully

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature)

Forwarded for saction  
Leave balance to his / her Credit.

Name : .....

\_\_\_\_\_

Head of the Dept.

Office Suptdt.

Leave sactioned.

**PRINCIPAL**