

Leave Request Email to Manager

Hello Sir,

I request you to grant a weeks leave from 14th may to 20th May, due to my brother's marriage. I will be leaving for my hometown on 13th May evening.

In my absence, Shudhanshu will be the point of contact for any kind of escalations. I will resume my work from 21st May onwards.

Thank you.

Sincerely,

Gaurav Yadav

