

28/12/2020

Sasha Rai P  
Assistant Professor  
Civil Engineering Department  
KSSEM

The Principal  
KSSEM

Respected Sir,

Subject: Requesting maternity break

This is to inform that I am in my sixth month of pregnancy and hence request you to grant me maternity break after completion of this semester. I intend to complete all my assigned tasks before I leave and should be able to oversee from home, if required. I look forward to continue my career here post maternity break. I kindly request you to consider my maternity leave and permit the same.

Thanking You.

Yours Sincerely,

Sasha Rai

Forwarded to Principal

Kindly permit and  
Sanction her request

Contact Details:

Name: Sasha Rai P

Mobile No: 9663436409

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This is permitted  
based on LOP.