

27-02-2023

To,
The Principal,
KSSEM,
Bengaluru-109

From,
Saisushma. B.A
Assistant Professor,
Dept. of Civil Engg.
KSSEM, Bengaluru-109

Respected Sir,

Subject : Request for Maternity leave.

As Per above subject, I would like to take early maternity leave as suggested by the doctor from 02-March-2023 and return to the work after 6-8 months.

I will let you know in case of any unforeseen issues with delivery & pregnancy that can cause a delay in the rejoining date.

In my absence, Mr. Manjunath B, Asst. Prof. from Civil department will take responsibility of pending work. [1st year Syllabus]

Thanking you,
Yours faithfully

Sai Sushma. B.A

[SAI SUSHMA. B.A]

Dr. Rama Narasimha
07/03/23.

may be Forwarded to Principal
Sanctioned for 8 months
K S School of Engineering and Management
Bengaluru - 560 109

15. Rama
27/2/23
27/2/23

Dr. K. RAMA NARASIMHA
Principal/Director
K S School of Engineering and Management
Bengaluru - 560 109