

To,

The principal,
KSSEM, Bangalore

Through,

The HOD,
Dept. of ECE,
KSSEM, Bangalore.

Respected Sir,

Sub: Requisition letter for Maternity leave

I, Deepa R Bhangsi, writing this to inform you of my pregnancy and intent to take the maternity leave. I am planning to start my maternity leave on 19th may 2023, without any unpredicted issues with my pregnancy and delivery. My revisit back to my work is likely to be after 6 months from the date mentioned. [19-05-2023 to 18-11-2023]. Kindly consider my request and grant me the same.

Thanking you,

Date: 15-05-2023

Place: Bangalore.

15.05.23
Consent
19/05/23

Yours Sincerely,
Deepa R. Bhangsi
Asst. Prof,
Dept of ECE,
KSSEM Bangalore.

15/05/23