

LEAVE LETTER

Date:/....../202....

MPPS/MPUPS:.....

To

Complex Headmaster,
CRC:.....

Sub: Application for Casual Leaves for days from dt./....../202... to
dt./....../202... Reg

Sir!

As per subject cited above. I am requesting you that, I unable to
attend to my school duties for days ie from date./....../202.... to date
...../...../202.... due
to.....
.....

So, please grant me number of (...) casual leaves along with
headquarter leaving permission.

Thanking you Sir.....

Casual Leaves Statement:

Available CLs.....
Availing CLs.....
Balance CL1.....

Yours faithfully

.....
Name:.....
Cell:.....
School:.....

Sign Of The Incharge:.....

Name :.....
Cell No:.....

Designed by www.Guruvu.In

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ZPHS:.....

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