

DATE: 16/8/2021

FROM,
MEGHA J,
ASSISTANT PROFESSOR,
DEPARTMENT OF CSE,
KSSEM, BENGALURU 560109

Through HOD,
TO
The PRINCIPAL,
KSSEM, BENGALURU 560109

RESPECTED SIR,

Subject: Requesting to grant maternity leave

I Megha .J working in CSE department as assistant professor from 6.6 years requesting you to grant ~~two~~ semester (12 months) maternity leave as my due date is on December 6. Doctor has advised me to take rest.

I have done all my duties sincerely and in future also, I assure you that I will be regular and sincere towards my work So I request you to kindly grant me maternity leave.

Thanking you,

To be relieved
on 16th Sept. 2021
K. Ram 16/8/21

Yours Sincerely,

Megha J 16/8/21
[MEGHA J]

Forwarded to do
the needful
Uthra 16/8/2021
HOD

Dent. of Computer Science & Engineering
K.S. School of Engineering & Management
Bangalore-560 062.

Permitted
[Signature]
13/08/21