TOPIC 5: LEAVE APPLICATION

1) A **leave application** is a professional way of asking for a pause from work for a specific period of time. ...

2) Your **leave application** should be brief, genuine and should have sufficient details with the reason for your absence.

**In schools and colleges, the main reasons for a leave application is**

1. **Health issues**
2. **Social function**
3. **Death in family/ relatives**
4. **A visit out of town**
5. **Some examination/interview**
6. **Participate in some competition / event**
7. **Any other valid reason**

What should the letter include?

1) Sender’s Details (Address, Roll No, class, colleges)

2) Date

3) To whom are you wring the letter

4) Subject

5) Salutation

6) Introduction

7) Reason for leave

8) Number of days / periods of leave

9) Closing

10)Signature

1. Write a letter to your counsellor requesting him to grant you *3 days of absence*. Give a valid reason for the leave request.

From

Name:

Roll No

Class: Div:

College:

Mobile:

Date: 8th October 2020

To

Dr P M Patel, Counsellor

Physics Dept.

V P & RPTP Science College

Vallabh Vidyanagar.

Sub: Request for Leave of Absence for three days.

Respected Sir

I am writing this letter to inform you that I have to go to Mumbai for my VISA interview. So, I will not be able to attend college for three days from 9th October to 11th October 2020.

I therefore request you to kindly grant me three days leave of absence from 9th to 11th October 2020 and oblige.

I have attached a copy of the mail from the Visa office for your reference.

Thank you

Yours Sincerely

1. You have not been feeling well since yesterday evening. Write a letter to your counsellor for leave.

From

Name:

Roll No

Class: Div:

College:

Date: 5th October 2020

To

To

Dr P M Patel, Counsellor

Physics Dept.

V P & RPTP Science College

Vallabh Vidyanagar

Sub: Request for Two Day’s Leave of Absence on 5th & 6th October 2020.

Respected Sir

I am writing this letter to inform you that I have not been feeling well since yesterday evening. I have a severe headache and fever too. I am feeling very weak. The doctor has advised me two days’ rest. *So, I will not able to* attend the college on 5th and 6th October 2020.

I therefore request you to kindly grant me two days leave of absence and oblige. I shall submit the medical certificate when I rejoin the college.

Thank you.

Yours sincerely

1. You have been selected to play for the University Basketball team and you have to go to Bhavnagar to play the Inter-University Tournament. Write a leave application letter to your counsellor.

From

Name:

Roll No

Class: Div:

College:

Date: 5th October 2020

To

Dr P M Patel, Counsellor

Physics Dept.

V P & RPTP Science College

Vallabh Vidyanagar

Sub: Request for ………………………………………….

Respected Sir

I am writing this letter to inform you that I have been selected to play for Sardar Patel University Basketball Team and I have to go to Bhavnagar to participate in the Inter-University basketball Tournament from 25th October 2020 to 27th October 2020.

I therefore request you to kindly grant me 5 days leave of absence from 24th October to 28th (including travel days) October 2020 to enable me take part.

I have attached the selection letter from the University for your reference.

Thank you.

Yours Sincerely

You have to go your village for the sale of property and your presence is important there. Write a leave application to your boss requesting for two days leave of absence.

From

…………………….

……………………

……………………..

……………………..

Date: …………………

To

Mr.R S Sharma

M……………….

S………… & M……………………. Department.

Scientific Solutions

Worli, Mumbai.

Sub: Request for two days’ leave on 6th & 7th Oct 2020.

Dear Sir/Madam

I………………………………………….(1) this…………………(2) to i……………….(3) you that I have to go to my v………………(4) on 6th Oct and 7th Oct 2020 for the s………(5) of our f………………….(6) property and I am the e………………(7)son/ daughter, and my pr…………………(8) is re…………………….(9).

I, t……………………..(10) re……………..(11) you to kindly g………….(12) me two days’ leave from my d……………

I have given the client file to my c………………….. (13) Mr Jignesh Patel in case anything needs to be done urgently.

Thank you.

Yours Sincerely

You had to leave for home as your relative is serious and you are needed at home for 5 days. Write a leave application to your counsellor requesting for leave of absence.

From

Name:

Roll No

Class: Div:

College:

Date: 5th October 2020

To

Dr P M Patel, Counsellor

Physics Dept.

V P & RPTP Science College

Vallabh Vidyanagar

Sub: Request for ………………………………………….

Respected Sir

I am w………… this letter to i…………. you that my uncle is very s………….. and is h…………………… My father told me that I am re……………to be there to help the f………….. for 5 days.

I therefore r…………… you to kindly g…………. me 5 days leave of a……………… from 24th October to 28th (including travel days) October 2020 to enable me be of h……… to my family.

I have attached the medical r……………. for your r…………….

Let me as…………………. you that I will be in t…………. with my friends and learn from home during this p………………

Thank you.

Yours Sincerely