8.MATERNITY LEAVE

From,

    Ms. Keerthijith P
    Department of Computer Science & Engineering,
    Vimal Jyothi Engineering College,
    Chemperi.

                                            Mob: 9447201543

To,

    The Manager
    Vimal Jyothi Engineering College,
    Chemperi.

SUB: REQUEST FOR MATERNITY LEAVE APPLICATION

Respected Sir,

This is to inform you that I wish to take maternity leave from 11th JANUARY 2022 to 11th JULY 2022. I am requesting maternity leave during the above mentioned period with an expected return to work on 1st AUGUST 2022. Also, in case of any complication I will inform you about the extension of the leave at the earliest.

Thanking You,

Place: Chemperi,
Date: 5/1/2022

                                           Yours' Sincerely,
                                          KEERTHIJITH P

DOJ · 09·1·2018

Recommended & Forwarded
Dr. Jeethu V. Devasya

From,

DIVYA K

Assistant Professor, Dept. of Computer Science & Engineering

Vimal Jyothi Engineering College,

Chemperi.

To,

The Manager,

Vimal Jyothi Engineering College,

Chemperi.

SUB: REQUEST FOR MATERNITY LEAVE APPLICATION

Respected Sir,

I would like to avail maternity leave from **1st JANUARY 2021 to 31st MARCH 2021**. Before going on leave I will ensure that all the duties assigned during this semester will be completed as per university & college norms. I wish to resume the academic works during the commencement of S2 classes. So I humbly request you to grant permission for the same.

Also in case of any complication I will inform you about the extension of the leave at the earliest.

Thanking You,

Place: Chemperi,

Date: 19/11/2020

Recommended & Forwarded

Dr. Jeethu V. Devasia

Yours Sincerely,

DIVYA K 19/11/2020

From,

Vineethamol Abraham , 9539585837.
Assistant professor
ASH Department

To,

The principal manager
VJEC, chemperi

Subject : Requisition for maternity leave

Respected sir,

This is Vineethamol Abraham, Assistant Professor, ASH Department. I would like to apply for maternity leave from 1st August 2022 to 31st october 2022. and wish to extend my leave for another 2 months up to December 31st 2022. Kindly accept my Application and grand me the leave.

Yours faithfully

Vineethamol Abraham

10/05/2022
chemperi

Recomended
George. k. U
ASH HOD