

To,  
The HOD,  
Computer science  
KSSEM  
Bangalore-560109

13-06-2022  
Bangalore

Respected Sir,

Sub: Permission for current semester break on medical grounds

I, Thejaswini M S a faculty of computer science department since October 2021 at your college, regret to inform you that, my spouse met with an accident on the 3<sup>rd</sup> of May and unfortunately had a bilateral heel fracture. It was a very tough time for me with family support to get through the situation, I am extremely glad that you had obliged for me to take medical leave on those grounds and support by husband, till date.

I would like to thank you firstly for sympathising and understanding my situation in that time which has made me strong and confident in supporting his recovery. In this time, I have been as well missing my teaching days and the interaction with students that I had been doing in college, but bad days are not forever as things move on.

It has so happened that, the surgery is successful, and the healing is taking good shape, now is the most care he needs for a speedy recovery as he needs to be with minimum movement. I kindly request an extension of 3 months maximum of my leave till the end of Aug 2022. If there is an option for vocational teaching for the existing semester via online like simple sessions, I will be most willing to take up sir remotely.

As you might have already seen my progress and interaction with student's teaching is what I adore and is my passion and I do not want, to let go because of challenges that come once in life. It would be really encouraging and kind of you if you can consider this term as a break on medical grounds and allow me to take up classes in the forth coming semester, in that time, God forbid things will be in normal and I will be as usual at my bet to take up the classes.

I always believe in my work and delivering the best for my students since my career and will be doing in near future as well.

Thank you for your time and considering my request. I hope to hear the best from your end. hope the decision gives me the chance to deliver my best to KSSEM.

Yours Sincerely,

Thejaswini M S

Forwarded to Principal  
13/6/22

1 < . Romo 13/6/22  
Approved for  
2nd Semester Break  
14/06/22  
13/6/22