

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 16<sup>th</sup> Sept. 2021

1 < . Rom of 16/8/21

Yours Sincerely,

Megha J 16/8/21  
[MEGHA J]

Forwarded to do  
the needful  
16/8/2021

HOD  
Dept. of Computer Science & Engineering  
K.S. School of Engineering & Management  
Bangalore-560062.

Permitted  
13/08/21