

Leave Application Format for Teachers

To
The Principal

Prakash Public School

Subject: Application for Leave

Respected Madam/Sir,

I request you to kindly grant me leave from ____ to ____ due to _____.

During my absence, the assigned work and responsibilities will be managed accordingly.

Kindly approve my leave.

Thanking you.

Yours faithfully,

Name: _____

Designation: _____

Department: _____

Signature: _____

Date: _____