

To,

The principal,  
KSSEM, Bangalore

Through,

The HOD,  
Dept. of ECE,  
KSSEM, Bangalore.

Respected Sir,

Sub: Requisition letter for Maternity leave

I, Deepa R Bhangsi, writing this to inform you of my pregnancy and intent to take the maternity leave. I am planning to start my maternity leave on 19<sup>th</sup> may 2023, without any unpredicted issues with my pregnancy and delivery. My revisit back to my work is likely to be after 6 months from the date mentioned. [19-05-2023 to 18-11-2023]. kindly consider my request and grant me the same.

Thanking you,

Date: 15-05-2023

Place: Bangalore.

K. R. Bhangsi

Consent

19/05/23

Yours sincerely,  
Deepa R. Bhangsi  
Asst. Prof.,  
Dept of ECE,  
KSSEM Bangalore.

15/05/23

