

Casual Leave application Email sample

Subject: Request for Casual Leave

Dear Mr./Mrs. [Recipient's Name],

I hope you're doing well. I am writing to request casual leave for [number of days] from [start date] to [end date].

The reason for my leave is [briefly explain the reason, such as personal matters, family commitments, etc.]. I will make sure that all my tasks are either completed or handed over to someone else to keep everything running smoothly.

Thank you for your understanding and support. Please let me know if there's anything else I need to take care of before I go.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

Knowledgeum Academy one of the [Best IB schools in Bangalore](#) backed by JAIN Group, an education provider in India having 30 years of legacy. It is a place where the mind and heart come together for an immersive learning experience. At Knowledgeum Academy, the learners will be provided with an engaging environment that is highly stimulating, interactive, and reflective. Our founders - Dr. Chenraj Roychand, also the Founder Chairman of JAIN Group and Chancellor of JAIN (Deemed-to-be University), and Ms. Aparna Prasad, also the Director of Communications and Human Resources at JAIN Group and JAIN (Deemed-to-be University) had a vision of making experiential learning a reality wherein the learners get practical knowledge and proficiency; thus Knowledgeum Academy was started.