Submitted to the Director. 29.04.22

Respected Madam,

 I applied for earned leave from 27th to 30th April 2022 (three days). However, due to some personal reasons, I would like to cancel one day’s leave and join for duty on 29th April 2022. It may kindly be accepted.

 Thanking you,

 Yours faithfully,

 Dr.Shijith Kumar C

 Library and Information Officer