**Leave/Permission letter Format**

From

 Employee email id { **eg :** **erv@technogenesis.in**}

To

 hr.elakkiya@technogensis.in , projectmanager@technogenesis.in

CC

 info@technogenesis.in , karthik@technogenesis.in

Subject:

 Request for leave/Permission of absence

Dear Sir/Madam,

 Body of the content

Alternate plan for absence work:

 Update your plan for absence work.

 Thanking You

Regards,

(Signature of the employee)

(Eg: Elakkiya

Human Resource

Techno Genesis Software Solutions

Madurai.)

 **Leave/ Permission Alternate Work Plan Report Format**

From

 Employee mail id

To

 hr.elakkiya@technogensis.in , projectmanager@technogenesis.in

CC

 info@technogenesis.in , karthik@technogenesis.in

Subject: Leave/Permission Alternate Work Plan Report

 Dear Sir/Madam,

 Herewith I have mentioned my monthly leave / Permission alternate work plan Report.

**Summary Of the work alternate plan:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Date  |  Days / Hours | Assigned Tasks for absence day | Description for alternate Plan | Status for alternate Plan |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: Whoever take leave / permission should update this report via mail at end of the month. Otherwise your leave will not be accepted either casual or sick. In case you are not update that report that absence day will be consider LOP.**