

# Maternity Leave for Teaching and Non-Teaching Staff

Prachiti Sagar Mhatre  
At Post Agashi,  
Mhatrewadi, Virar West  
Date: 14/02/2020

To,  
The Principal,  
Padmashree Bhausaheb Vartak College  
Virar East

Subject: Leave application.

Respected Madam,

I, Mrs. Prachiti Sagar Mhatre would like to request you to grant me leaves from 1<sup>st</sup> Nov. 2019 to 30<sup>th</sup> April 2020 due to my pregnancy and doctor has suggested me for complete bed rest.

It will be highly impossible for me to attend the college in this situation. So I would like to request you to grant me leaves.

Please do the needful and oblige.

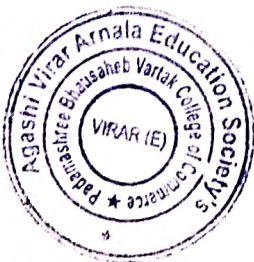
Thanking you in anticipation.

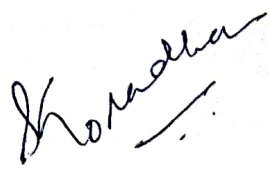
Yours Truly,

  
(Prachiti S. Mhatre)

*Sanctioned Maternity Leave*

  
20/2/2020



  
I/C PRINCIPAL  
Agashi Virar Arnala Education Society's  
Padmashree Bhausaheb Vartak College of Commerce  
Virar (E)