

**To**

The Regional Employment Officer  
Regional Employment Exchange  
Shimla

**Subject:** Application for One Day Casual Leave  
Respected Madam,

I respectfully request permission to avail **one day casual leave on 18-12-2025** due to **urgent personal work** that requires my immediate attention.

I assure you that all my official duties will be managed properly and there will be no inconvenience to office work. Kindly grant me permission for the same.

Thank you.

Yours sincerely,

**Date:** 17-12-2025

**Lucky Chuni Lal Sharma**  
Employment Exchange, Chirgaon

**Designation:** JOA (IT)

SOEE/CHI/CL/LEAVE/2017-