

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-