

From,  
Swathi K  
Assistant Professor,  
Department of Computer Science and Engineering,  
K.S.Institute of Technology, Bengaluru - 560109.

Date: 31-01-2020  
Place: Bengaluru

To,  
The Principal,  
K.S.Institute of Technology, Bengaluru - 560109.

Through,  
The Head of the Department,  
Department of Computer Science and Engineering,  
K.S.Institute of Technology, Bengaluru - 560109.

Respected Sir/Madam,

Subject: Requisition for extension of medical leave (1<sup>st</sup> Feb 2020 to 30<sup>th</sup> June 2020).

With respect to above subject, I am writing this letter to ask for extension of medical leave. I am undergoing Fertility Treatment. As my doctor has advised to take bed rest for five months from 1<sup>st</sup> Feb 2020 to 30<sup>th</sup> June 2020. I sincerely request your kindness to consider my plea. I thoroughly enjoy working here and look forward to continue my career here.

Thanking You,

Yours Sincerely,

*Swathi*  
31/1/2020

Swathi K

Forwarded to Principal,

Sir,

Since she is working from past 5 yr  
3 months & her performance was  
very good, please consider her request  
(Medical grounds - leave requested) &  
Sanction the leave.

So she ok.  
For kind approval

*Swathi*  
A.2.2020

KV Naider  
25.2.2020

SM/AC/Vaguntis  
25.2.2020

Onward  
31/1/2020

GPY: HOD, CSE



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# K. S. INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi, Recognized by AICTE, New Delhi)

&  
Accredited by NAAC



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## Certificate of Appreciation

*Awarded To*

Ms. R.Eshwari

Attender, Electronics & Communication Engineering Department

for completing TEN years of continuous service in this institution as on 2nd March 2019.

This certificate is given in recognition of your continuous contributions as a revered supporting staff and strengthening the  
KSIT family.

We value and thank you for your contributions to the development of this institution.

**GIVEN ON THIS DAY, 10th AUGUST, 2019,**  
during the inaugural function of first year B.E classes.

Principal

Secretary

President