DATE

17 November 2026

PLACE

Pune

Leave Application

To,
The Manager,
Westbridge Logistics Pvt. Ltd.
Hinjewadi, Pune

Subject: Application for leave

Respected Sir/Madam,

I work at Westbridge Logistics Pvt. Ltd. as Accounts Executive in the Finance department.

As I have urgent personal work at home, I request leave from 20 November 2026 to 22 November 2026 (3 days).

During my leave Rahul Deshmukh will look after my work.

Yours faithfully,

APPLICANT

Neha Kulkarni
Accounts Executive, Finance. ID WBL-0217. Phone 98XXXXXXXX.

Sample from careerkyt.com — make your own free