

Date:

Sir / Madam,

I hereby request you to consider my inability to attend classes as I am working. The details for the same are provided here.

I assure you that I shall do my best to cope-up with the academics.

Declaration of job details

I Mr. Sameer Kamthe is a student of PGDBM Sem – I /III (roll no.45), am working with Max Energy Equipments Pvt Ltd as Business Development Manager.

The details are as follows:

- Name of the company: Max Energy Equipments Pvt Ltd
- Address and contact number of the office:
306, Laxmi Plaza, Mumbai Pune Road, Opp. Alfa Laval, Near Kasarwadi, Dapodi, Pune-411 012
Tel no: 020-27147705. Telefax: 020-46761170
- Office timing: 9:30-6:30
- Frequency of travelling for office job: Everyday, Outstation twice or thrice a month

(Write NA if not required to travel and write approximate number of outstation or in the market visits for a given month)