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. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student of PGDBM Sem – I /III (roll no.\_\_\_\_\_\_\_\_), am working with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The details are as follows:

* Name of the company:
* Address and contact number of the office:
* Office timing:
* Frequency of travelling for office job:

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