

To,

The Registrar,

Jagannath University,

Chaksu, Jaipur.

Sub: Re-joining Letter after Maternity Leave

Dear Sir,

I am really thankful for your kind act of granting me maternity leave of one semester. You will be happy to know that I have been blessed with a baby girl and I am medically fit to resume with my duties again. I will be reporting on Wednesday 15th Jan, 2020.

I assure you that I will be very excited to work back with the organization. I am looking forward to re-joining and start working again.

Thanks,

Dr. Shweta Pradip Bhatia

Prof. Faculty of Management

Accepted

J. E.
15/01/2020


Certified True Copy
Registrar
Jagannath University, Jaipur



Date: 27/05/2019

To,
The Registrar,
Jagannath University,
Jaipur.

Subject: Maternity Leave application

Respected Sir,

I am Dr. Shweta Pradip Bhatia from the Faculty of Management. I am pleased to inform you that I am an expecting mother. I am in the third trimester of my pregnancy and nearing my due date very soon. Hence, as already discussed, I would like to avail of my maternity leave for a semester to avoid any medical complication and to nurture my new born baby.

I would, thus, request you to please grant me a semester break i.e. from June 01, 2019. I shall resume office w.e.f. from January 01, 2020. However, I will be available for calls in case of urgent issues.

Hence, I request you to kindly grant your approval for the same.

Thank you for understanding.

Yours Sincerely,

Shweta
27/05/19

Dr. Shweta Pradip Bhatia
Associate Professor, Faculty of Management
Jagannath University.



Approved

Shi E.
27/5/2019

[Signature]

Certified True Copy.
Registrar
Jagan Nath University, Jaipur