

Training & Placement Cell
National Institute of Technology Kurukshetra

Leave Application Form (LAF) for absenteeism in training or placement processes

Date.....

I,.....(Name with Roll Number), am currently enrolled in a full-time course (UG/PG).....(Course name with Branch/specialization) in the.....department/school. I have applied for..... (Training/ Placement) process in academic year.....

Absenteeism in company's recruiting procedure

I have applied in.....(Name of Company(s)) for the profile of(profile(s)). The company is conducting(presentation/ pre-placement talk/ workshop/ test/ GD/ other pre-process/ interview) on (Date) but I am unable to attend it due to:

.....
(Mention reason and attach relevant documents).

OR

Absenteeism in pre-registered preparatory process organised by T&P

I have registered for (Name of preparatory processes) on.....(date) but due to.....

(Mention reason and attach relevant documents), I am unable to attend it.

It is, therefore, requested to exempt me from any penal action for this time only.

(Student Signature)

Name-.....

Mobile-.....

(Faculty Placement/Internship Coordinator Signature)

Name-.....

Date-.....