

Senior Assistant Registrar,  
Academic Establishments,  
University of Peradeniya.

Through The Head of the Department of .....  
The Dean, Faculty of .....  
Name .....  
Period of leave granted .....

This is to inform you that I am leaving the Island on .....  
My address abroad during my absence will be as follows.

.....  
(Signature)

Senior Assistant Registrar,  
Academic Establishments,  
University of Peradeniya.

Through The Head of the Department of .....  
The Dean, Faculty of .....  
Name .....  
Period of leave granted .....

This is to inform you that I have resumed work on .....  
having made use of the above leave.

.....  
(Signature)