To
The Registrar
Malla Reddy (MR) Deemed to be University
Hyderabad, Telangana

Sub: Request for Saturday Weekly Off and Flexible Working Arrangements

Respected Sir,

I kindly request you to grant me every Saturday as a weekly off, as my website development and technical responsibilities often require me to work late at night, approximately from 10:00 PM to 3:00 AM.

I would like to utilise Saturdays to take adequate rest and dedicate time to my research work, startup development, and professional collaborations with companies.

However, whenever any website-related requirements or technical updates arise, I am willing to handle the work from home whenever required.

I kindly request you to consider and approve my request.

Thanking you, Sir.

Yours faithfully,
ARUKIRAN REDDY BHEEMIREDDY