



LEAVE REQUEST AND APPROVAL FROM

To : CEO

From :

Name.....Designation:.....

Kindly grant me leave as follows:

Sl.#	Type of Leave	Select to Avail	Duration			Remarks
			Start Date	End Date	Total	
1	Casual Leave					
2	Maternity Leave					Attach evidence
3	Paternity Leave					Attach evidence
4	Medical Leave					Attach evidence
5	Annual/Earned Leave					
6	Preparatory leave					
5	Any other leave, specify here					

*Submit

reason.....

Signature of Applicant

*Until today,..... (Date).....(Month), (Year), the applicant has
days of Casual leave balance.

.. **HR & Admin Assistant**

Approved Not approved

Chief Executive Officer