LEAVE APPLICATION

To: …….

My full name: ……..

Position: ……..

Department: ……..

Reason for asking for leave: ……..

Time for asking for leave: from ..... until ……...

☐ Paid leave ☐ Unpaid leave

Number of unused leave: ……..

Number of used leave: ……..

Number of applied leave: ……..

Number of remaining leave: ……

Hope that Board of Company revise and create the favor condition for me to leave.

Best regard,

....., date ... month ... year ...

Director	**Prepared by**
(Signed, full name, sealed)	*(Signed, full name)*

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My full name:

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Number of unused leave:

Number of used leave:

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Hope Executive board of Company revise and create the favor condition for me to leave.

Best regard!

Director	**Prepared by**
(Signed, full name, sealed)	*(Signed, full name)*

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness
*****

APPLICATION FOR LEAVE OF ABSENCE

To: - Director Board of ...

- Division of Administration and Human Resource

My full name is:

Title:

Work location:

Company's address:

I write this application to get the leave of absence approval by the Director Board and Division of Administration and Human Resource:

From …/…/… to …/…/…

Reason:

I will arrange my work and duties with my colleagues and undertake to return to work in due time.

Sincere thanks!

..., date ... month ... year ...

Director Board	**Applicant**
(Signed, full name and sealed)	*(Signed, full name)*

Leave of Absence Form

Applicant Name : .....

Date of Filing : .....

Organization : .....

Department : .....

Purpose for Leave : .....

Dates of Leave : From:..... To: .....

Number of Days : .....

Inclusive Days : .....

Type of Leave

☐ Annual Leave

☐ Sick Leave

☐ Compensatory Time Off

☐ Unpaid Absence

☐ Other: .....

Additional Remarks : .....

.....

.....

To Be Filled Out by Management

☐ Approved ☐ Disapproved

Reason for disapproval: .....

.....

.....

Employee Signature: Date: