

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

(Signed, full name, sealed)

Prepared by

(Signed, full name)