

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

(Signed, full name and sealed)

Applicant

(Signed, full name)