Q-Mart Retail Private Limited



Q-Mart Retail Private Limited LEAVE APPLICATION



LEAVE APPLICATION

				Date:						Date:
(To be filled in by applicant)					(To be filled in by applicant))				
Employee Code:					Employee Code:					
Employee Name:					Employee Name:					
Department:					Department:					
Leave applied for days	From:		То:		Leave applied for days	From:			То:	
Reasons for Leave:					Reasons for Leave:					
In absence tasks					In absence tasks					
assigned to:					assigned to:					
Address while on					Address while on					
leave:					leave:					
Contact No.:					Contact No.:					
Signature:					Signature:					
(For Official Use Only)					(For Official Use Only)					
Leave Sanctioned by: (Head of Department)	Yes	□ No □			Leave Sanctioned by: (Head of Department)	Yes		No 🗌		
Signature:		Date:			Signature:		D	ate:		
By HR Department:	Yes	No 🗌			By HR Department:	Yes		No 🗌		
Signature:		Date:			Signature:		Da	ate:		