

Kamrul Group

House # 19,Road # 24, Block # K, Banani, Dhaka.

Leave Application Form

Name: Sarwar Jahan Shohan

Designation: Full Stack software developer **Department/Section:** IT

Leave applied from date: 12 /02/ 2022 to: 13 / 02 / 2022 = 02 Days

Reason for leave: Sudden death of my grandmother

Contact Address on leave & Phone/Mob: Tongi station Road, gazipur ; 01777382007

Duties will be carried out by : So net

Signature of the Applicant

Leave Status (To be filled by HR Department)		
Leave	Total days	<u>Checked By</u> Manager HR
Entitled		
Availed		
Balance		
Approved		

Signature of Recommending Authority

Signature of Approving Authority