XPERTEEZ TECHNOLOGY PRIVATE LIMITED

WEBEL IT PARK, RAJARHAT, UNIT 209 PHASE II, NEWTOWN DH BLOCK, AA 1, KOLKATA 700156



**Xperteez Technology – Leave Application Form**

**Employee Details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leave Details**

Type of Leave:

☐ Sick Leave

☐ Casual Leave

☐ Paid Leave

☐ Unpaid Leave

☐ Other: \_\_\_\_\_\_\_\_\_\_\_

**Duration:**

From: \_\_/\_\_/\_\_\_\_

To: \_\_/\_\_/\_\_\_\_

Total Days: \_\_\_\_\_\_\_

Reason for Leave:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

Employee Signature: \_\_\_\_\_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

HR Remarks: ☐ Approved ☐ Rejected

HR Signature: \_\_\_\_\_\_\_\_\_