

**LEAVE APPLICATION FORM**

Name of the Employee: MOHAMMAD ASIF

Date of Joining (as per contract): 27th January, 2022

Designation & Department: Web Developer (IT)

Nature of Leave to be availed (Casual/Sick/Annual): Forgot to punch out (18/02/2022)

Duration (Date): From 18/02/2022 to 1

Total no: of days: 1

Reason for taking leave: Forgot to punch out, I had punched out at 6:00pm

Contact Address and Nos. while on leave: 23.12, A.R.M.A.D.A 3-Dusen

Contact: 0589424901

Date & Signature wend.asif

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**FOR APPROVER ONLY**

**Pre-Approval by**

Reporting Manager

S. Nadeem

Reporting Manager Comments: kindly consider &ometrics

HR Executive: .....

**Final Approval:**

Earned / Sick / Casual Leave granted from ..... to .....for ..... days

Earned / Sick / Casual Leave rejected due to .....

Date .....

Ejaz Alam

Manager

Mohammad Shahbaz Alam

MD

Manager Comments: .....