

Leave Application Form

- ☒ Applicant's Name: MD. Jalur Hasan
☒ Designation: Full stack Dev ☒ ID no.: 1059
☒ Joining Date: 24 Mar, 2021 ☒ Confirmation Date: _____
☒ Company: Amana Group ☒ Branch: Uttara
☒ Department/Section: IT
☒ Type of Leave: Leave Without Pay (LWP)
☒ Praying for Leave: from 19-10-24 to 19-10-24
☒ Total Day(s): 1
☒ Purpose of Leave: Personal issue
☒ Address during Leave: Narail
☒ Duties to be carried out by: Mahbub Alam Designation: Jr. Full stack ID No.: 1683

**Recommendation of Concerned
Organization/Dept./Sec. In-charge**

Jalur Hasan
Applicant's Signature
 Date: 26-10-24
 Mobile No. 01851171305

Mahbub Alam
Signature of Officer
 (By whom duties to be carried out)
 ID No.: 1683

Signature: _____
 Name: MD. Woalid Hossain
 Designation: Director
 ID No.: _____

Applicant's Leave Record

(To be filled up by concerned office)

| Type of Leave | Available Leave | Leave already Availed | Granted Leave (To be filled up after approval) | Total Leave Availed | Leave Balance | Remarks |
|---------------|-----------------|-----------------------|---|---------------------|---------------|---------|
| Casual Leave | | | | | | |
| Earned Leave | | | | | | |
| Medical Leave | | | | | | |
| | | | | | | |

.....Day (s) Leave may be granted.

Authorized Officer, Admin

In-charge, HR & Admin

Managing Director



Walid sir



1 page • 0.97 MB • PDF

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Today

আসসালামু আলাইকুম স্যার
আমি, গত ২৮-০৯-২০২৪(শনিবার) হাফ
দিন, ১২-১০-২০২৪(শনিবার) অসুস্থতার জন্য
এবং ১৯-১০-২০২৪(শনিবার) চাচার মৃত্যুর
জন্য ছুটি নিয়েছি। আপনি অনুগ্রহ করে
আমার এই ছুটিগুলো অনুমোদন দিবেন।
ধন্যবাদ স্যার।

9:54 am ✓✓

Approved

9:57 am



Message

