PT Reka Sinergi Pratama

Name: Hamzah Habibi Position : Support

Date of Commencement : 24 January 2019 Leave Period : 2019

I hereby apply to leave the office during working days at 27 January 2019 for personal affair ………………………..…...…………………………………………………………………………..

During my absence, I could be reached at 089602438771 ……………………….…………….

…………………………………………………………………………………………………………

Jakarta, Approved by Acknowledged by,

Hamzah Habibi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Superior General Manager

For personal official use

Previous annual leave balance : ………………..

Current leave application : \_\_\_\_\_\_\_\_\_\_\_\_

Balance : ………………..

PT Reka Sinergi Pratama

Name:  Position : Support

Date of Commencement : Leave Period : 2019

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During my absence, I could be reached at ………………….…………………………………….

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Jakarta, Approved by Acknowledged by,

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

Applicant Superior General Manager

For personal official use

Previous annual leave balance : ………………..

Current leave application : \_\_\_\_\_\_\_\_\_\_\_\_

Balance : ………………..