

Symphony Softtech Ltd

House # 02 (3rd FL.), Lake Circus, 3rd Lane , Kalabagan, Dhaka-1205, Bangladesh



Leave Application Form

Employee Name : Mr. Md. Al Rakib
Code : DEV-1019
Designation : Software Developer
Join Date : 6-Nov-23
Branch :
Department : Development
Section : Development
Project : Head Office

Current Leave Status

SL	Leave Type	Opening Balance	Allowed Days	Used Days	Current Balance
1	Casual Leave	0.00	10.00	5.0	5.0
2	Sick Leave	0.00	14.00	10.0	4.0

Checked By:.....

Admin officer

Leave Applied From : 24-Jul-2024 To : 25-Jul-2024 Half Day : False Total Days : 2.0

Type of leave : Casual Leave Purpose : Family Emergency(Land Issue)

Address during leave : Duties will be carried out by :

Signature of the Applicant

Date:

Supervisor Signature

Date:

Director & COO

Date:

Approved By

Date:

Employee Portion

Leave Pass

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