

# Symphony Softtech Ltd

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



## Leave Application Form

Employee Name : Mr. Md. Al Rakib	Branch :
Code : DEV-1019	Department : Development
Designation : Software Developer	Section : Development
Join Date : 6-Nov-23	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      Supervisor Signature      Director & COO      Approved By

Date:      Date:      Date:      Date:

**Employee Portion**

**Leave Pass**

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