

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	4.0	6.0
2	Sick Leave	0.00	14.00	8.0	6.0
Checked By..... Admin officer					
Leave Applied From : 12-Aug-2024	To : 12-Aug-2024	Half Day : False	Total Days : 1.0		
Type of leave : Casual Leave	Purpose : Due to father treatment				
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				