

# 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 : 27-Jul-2024 To : 27-Jul-2024 Half Day : False Total Days : 1.0

Type of leave : Casual Leave Purpose : NA

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

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