

# 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	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

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