



Esteem Soft  
Limited

+88 018 4400 4911 info@esteemsoftbd.com esteemsoftbd.com

House: 77, Level: 2 & 3, Road: 2, Block: A, Bashundhara R/A, Dhaka-1229 | +88 09 678 411 411

## LEAVE APPLICATION

Employee Copy

Full name

Esteem Soft Limited

Designation

Chairman

Id No

A1611001

Department

Patient Financial Services

Type of Leave Apply for (Please Tick)

☐ Weekend ☐ Casual Leave ☐ Maternity Leave ☐  
Special Leave ☐ Sick Leave ☒ Without Pay Leave

Duration

2

Start Date

08-03-2022

End Date

09-03-2022

Contact Address While on Leave

tuiit

Reason For Leave

tiioturfrfr

Cell Number

01844004900

Signature Of Applicant

Date:

Leave Position Before grand of this leave**EL**\_\_\_\_**CL**\_\_\_\_**SL**\_\_\_\_**XO**\_\_\_\_**LWP**\_\_\_\_Esteem Soft

Recomended/Not Recomend

Chairman

HR

Head of HR

HR

Approved By

Esteem Soft  
Limited

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House: 77, Level: 2 &amp; 3, Road: 2, Block: A, Bashundhara R/A, Dhaka-1229 | +88 09 678 411 411

(LEAVE APPLICATION)

HR Copy

Full name

Esteem SoftLimited

Designation

Chairman

Id No

A1611001

Department

Administration

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HRD Department