EMPLOYEE COPY



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

## (LEAVE APPLICATION)

<u>Full Name:</u>			<u>ID No</u>	<u>:</u>	
<u>Designation:</u>				rtment <u>:</u>	
		Type of le	ave applied for	(Please Tick):	
	ANNUAL	CASUAL	□sick	☐ EXTRA ORDINARY	□L.W.P
<u>Duration:</u>		Start Date:		End Date:	
Contact addr	ess while on lea	ve:			
Reason for leave:			Cell N	lumber:	
 Signature	of Applicant	Leave Po	sition (Before <u>c</u>	grant of this leave):	
Date:		EL	CL	SL X/O	L.W.P
Recommended Department Ho	d/Not Recommer ead	nde	Head of H	IR	Approved by
⇒ ES SOFT	TEEM LIMITED		<u> </u>	4911 (a) info@esteemsoftbd.c	<u> </u>
		LEA	VE APPLIC	CATION	HR COPY
<u>Full Name:</u>			ID No	<u>i</u>	
<u>Designation:</u>				rtment:	
		Type of le	ave applied for	(Please Tick):	
	☐ ANNUAL	CASUAL	□SICK	☐ EXTRA ORDINARY	□L.W.P
<u>Duration:</u>	Start Date:		End Date	<u>;</u>	Reason for leave: