

Document Processing Report

Generated: February 03, 2026 at 10:04 PM

employee_leave.txt

Category: HR

Summary

Human Resources Department Employee Leave Request Employee Name: Jane Smith Employee ID: HR-204
Leave Start Date: 15/01/2024 Leave End Date: 20/01/2024 Reason: Medical Leave Approved by: Manager
Date of Approval: 10/01/2024 Please ensure the leave is recorded in the attendance system.

Document Details

Word Count

48

Character Count

Dates Found

Amounts Found

Top Keywords

1. leave

2. employee

3. date

4. 01

5. 2024