LEAVE APPLICATION

Date: 03/01/2024	**Employee No.:**
Employee Name: Parimala Battu	

Client Site: AIA, Cyberjaya.

Project Manager: Jude Almeida
Contact: jude.almeida@aia.com

Leave Details:

From: 04/12/2023 **To:**   08/12/2023, 11/12/2023, 13/12/2023
Leave Balance: 0
Purpose of Leave: Family vacation to home country
Contact Number /address During Leave (if any):
Telephone No:
If you are leaving the country: yes
Flight Details: AK068

Employee Signature & Date: Parimala Battu, 24/02/2023

Project Manager's Signature & Date:

Home Office Signoff & Dated:

Sales:

Resources:

Accounts:

Remarks: