



Apply To

Finance Director

Advanced Animal Co. Ltd

20/1, Lalmatia, Dhaka-1207

Branch: Dhaka

Subject: Leave Application

Leave Type: Casual Leave

Dear Sir,

Due to my family purpose, I am in need 2 days for visiting my home instant/with effect from 01-02-22 to 03-02-22

Please arrange to grant me the above L.F.A amount prayed for

Applicant Name

Name: John

Desg: Manager

Base Area: Rangpur

Signature with Date and Desg

Signature with Date and Desg

Signature with Date and Desg

Key Notes

- * Sick Leave Require Medical Certificate,If the leave is more than 24hrs
- * Leave will not approved, If you submit your application after availing of leave

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