

EMPLOYEE LEAVE REQUEST FORM

Date: 04/05/2025

Name:

vinin rai k

ID Number:

Enter ID number

Address:

kalarivil (no) Kinalur(no) Balusseri (via)

Department Name (Dept Head):

IT

Work Handed Over To Name:

Mridhul Krishna

Work Phone:

9495810118

Personal Phone:

9495810118

Reason For Personal Leave:

Signature

Marriage Function

Start Date:

2025-05-10

End Date:

2025-05-10

No Of Days: 1

Employee Signature

Recommended By:

Enter name

Approved By,
Hod / Director

Signature

Date: 04/05/2025

Leave Details

Administrative Use Only

This Month:

Previous Month:

In This Year:

Verified By HR