

Date: 04/05/2025

Name:

vipin raj k

ID Number:

Enter ID number

Address:

kalariyil (ho), Kinalur(po), Balussery (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:

10-05-2025

End  
Date:

10-05-2025



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