

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: Marriage Function Signature

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