



Leave Request Form

Employee Details

- Name: _____ Aakash Tyagi _____
- Employee ID: _____ JSSPL0165 _____
- Department: _____
- Manager/Supervisor: _____

Leave Details

- Type of Leave: (Please tick the appropriate option)

☐ Annual Leave ☐ Sick Leave ☐ Casual Leave ☐ Unpaid ☐ Maternity/Paternity Leave ☐ Other:
_____ Other _____
- Leave Start Date: _____ 15-01-2025 _____
- Leave End Date: _____ 17-01-2025 _____
- Total Days: _____ 3 _____
- Reason for Leave: _____ University Examination _____

Employee Declaration:

I confirm that the details provided are accurate and request approval for the above leave.

Employee Signature: _____ Aakash Tyagi _____

Date: _____ 15-01-2025 _____





JIFFY SOFTWARE SOLUTIONS PRIVATE LIMITED (OPC)

B-67, TAKSHILLA COLONY, GARH ROAD, MEERUT-CITY, U.P.-250002

WEB: WWW.JIFFYSOFTWARES.IN CIN: U74120UP2015OPC070135

Supervisor or HR to fill in below

- Leave Status: ☐ Approved ☐ Rejected
- HR/Manager Name: _____
- Manager's Comments: _____
- Manager's Signature: _____
- Date of Approval/Denial: _____



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