



LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name : Ahmad Naim Bin Muzammil

Department : Technical

Position : Lead Graphic Designer

Leave Required : Annual

Reason : hari raya aidilfitri holiday

25-05-2017
Date of Application

* Application must be submitted not less than 2 working days before the proposed date of commencement of leave. One week notice is required for leave application of more than 3 days.

While I am Away, My Job is being covered by : Fahmy Khawarizmy Bin Zainan

I can be contacted At Tel No: 197161037

Leave Details

Period : Full Day

Balance Leave : 7.5

Dates Applied : 21-06-2017,22-06-2017,23-06-2017,28-06-2017,29-06-2017,30-06-2017

Name of Applicant : **Ahmad Naim Bin Muzammil** Department / Branch : **Technical**

This is to inform you that your leaves mentioned above is **Approved**.

Your balance leave as at 2017 is 7.50 days.

HR Dept

13-06-2017