LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name :   Preetkiran Kaur   Department :   Technical

Position : Business Analyst   Leave Required :   Annual

Reason :   prayers

12-05-2017
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 : Kenniy Marshall

I can be contacted At Tel No: 182107597

Leave Details

Period : Full Day   Balance Leave : 11.0

Dates Applied :   19-05-2017

Name of Applicant : *Preetkiran Kaur* Department / Branch : *Technical*
Ths is to inform you that your leaves mentioned above is *Approved.*
Your balnace leave as at 2017 is 11.00 days.

HR Dept   12-05-2017

* System generated document and requires no signature.