LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name :   Asha Jayaram   Department :   Administration

Position : HR Admin   Leave Required :   Medical

Reason :   Testing....

                                                19-07-2016
                                                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 : Izzudin

I can be contacted At Tel No: 1234561234

Leave Details

Period : Full Day   Balance Leave : 16.0

Dates Applied :   15-07-2016,14-07-2016

Name of Applicant : *Asha Jayaram* Department / Branch : *Administration*
Ths is to inform you that your leaves mentioned above is *Approved.*
Your balnace leave as at 2016 is 16.00 days.

HR Dept   19-07-2016

* System generated document and requires no signature.