

Date: 3/10/2023

## Leave Report

Dear Alok,

Thank you for being a valuable employee. Here is your leave report for the date from 1/8/2023 to 3/10/2023:

Title	Start Date	End Date	Casual Leave	Earned Leave	Vacation Leave	Salary Deduction
12346	21/8/2023	25/8/2023	0	0	0	100

Note: This report only contains approved leave reports

Regards,

**BCIIT Leave Management Team**