**LEAVE REQUEST FORM**

ĐƠN XIN NGHỈ NĂM 2019

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division | | Team | | Position | | Full Name | | Enable Annual Leave |
| Engineer | |  | | Staff | | **s-usui@tmh-techlab.vn** | | **12** |
| Date of request | Date of leave | Annual Leave | | Orther leave | Type of orther leave | Reason | Signature of employee | Approval Authority |
| No of AL day | No of AL day remain |
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