



LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name : Mohamad Izzudin Bin Hamzah

Department : Technical

Position : Business Analyst

Leave Required : Annual

Reason : Car Repair

28-09-2017

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 : Ancy Mathew

I can be contacted At Tel No: 177621864

Leave Details

Period : Half Day

Balance Leave : 4.0

Dates Applied : 28-09-2017

Name of Applicant : **Mohamad Izzudin Bin Hamzah** Department / Branch : **Technical**

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

Your balance leave as at 2017 is 4.00 days.

HR Dept

28-09-2017