



LEAVE APPLICATION FORM

(Attach Documentary Evidence Where Applicable)

Name : Ahmad Naim Bin Muzammil

Department : Technical

Position : Lead Graphic Designer

Leave Required : Annual

Reason : personal leave (evening session)

01-11-2017

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 : Fahmy Khawarizmy Bin Zainan

I can be contacted At Tel No: 197161037

Leave Details

Period : Half Day

Balance Leave : 5.0

No Days : 0.50

Dates Applied : 09-11-2017

Name of Applicant : **Ahmad Naim Bin Muzammil** Department / Branch : **Technical**

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

Your balance leave as at 2017 is 5.00 days.

HR Dept

05-11-2017