

Name of Trainee: Zhen Yi

Name of Company: Guidewire Software Sdn Bhd

Month/Year: December 2022

Week	Projects / Activities
1	
2	
3	
4	

Problems Faced / Comments / Additional information (if any):

Leave Application / Leave Taken

1. From (dd/mm/yyyy): to (dd/mm/yyyy) (day(s))
2. Reasons for taking leave:
3. Total number of days taken: day(s)

I hereby declare that the information given above is correct.

Signature: 

Date (dd/mm/yyyy):

Endorsement by the Company Supervisor:

The above is a true record of activities taken by the trainee in the captioned week.

Signature of Supervisor: _____

Name of Supervisor: _____

Date (dd/mm/yyyy): _____

Email: _____

Mobile / Office Contact No.: _____

Company Stamp: