

Computer Network Systems Limited

House: 967, Road: 15, Avenue: 2, Mirpur DOHS, Dhaka- 1216

Leave Application Form

(For Head Office Only)

Date: 05/12/2021

Name: **Md. Mashud Rana**.....

Designation: **Programmer** Department: **Software & System**.....

Contact Number: **01918631391**.....Emergency Contact Number During Leave... **01918631391**

Duration of Leave Requested: From: **30/11/2021**..... To: **02/12/2021**.....Total: **03** Day(s)

Cause: Leave of absence due to high Fever

Name of Alternative Employee: **Mr. Prattoy Majumder**.....

Signature of Applicant

Leave history (to be filled up by Admin & HR Department)

Total leave () Day (s)

Total leave availed.....Day (s)

Balance.....Day (s)

Admin & HR Department

Date:

Recommended for: Day (s) Casual/Leave Without Pay/Medical leave

Head of the Department

Date:

Approved/not Approved: Day (s) leave.

Managing Director/Director

Date