



Greentex Composite Mills Limited
Satiachara, Jamurki, Mirzapur, Tangail.

LEAVE APPLICATION FORM

Date :

Name : Id No : Designation :

Shift : Section : Department :

Date of Joining :, Weekly Holiday :, Date of last leave :, Total Days.

Leave apply from : to Total Days. Return on duty at the end of Leave :

Types of leave applied for (✓) : Casual leave / Sick leave / L.W.P/ Earn leave / Maternity leave / other's leave.

Reason of leave :

Leave Status (To be filled by office)* Until 31 December 202.....			
Types Of Leave	Total Leave	Leave Aailed	Leave Balance
Casual Leave			
Sick Leave			
Earn Leave			
Maternity Leave			

Address during leave:

.....

.....

Mobile No. :

(N.B: Please attach the doctor's certificate for sick leave.)

Admin Dept. Signature

Applicant's Signature

**Signature by the
Shift/Sec. Head**

**Signature by the
Dept. Head**

**Signature by the
HR/Admin Dept. Head**

**Approved by
Authority**



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