

Leave Request Supporting Document

Date Filed: 2025-07-26

Name: Aji Aji

Employee ID: EMP12345

Department: Engineering

Manager: John Doe

Type of Leave: Sick Leave

Leave Dates: 2025-07-28 to 2025-07-30

Reason for Leave: Medical recovery and rest as advised by the doctor.

Contact During Leave: aji.aji@example.com

Sincerely,

Aji Aji