

Human Resources Department

Date : 14 9 2014

To,
HR Manager
HR Department

Sir/Madam,

Sub: CL Encashment for the year 2017

With reference to the above subject, I surrender my Leave as below. Kindly arrange to encash for the same.

Staff No.	Employee Name	Number of CL surrendered
MH13	abcd	5 Leave surrendered

Note:

Eligibility Criteria: Maximum of 5 days CL/5 days SL un-utilised during the year 2016 are eligible for Surrendering.

Employee Signature

For use of HR department :

1. 22 Balance leave as on 31-12-2017
2. No. on LOP(s) during the previous year(2017) :0

Checked by
HR Assistant

Approval from

HR Manager

President