



LEAVE APPLICATION

Leave Information		
Employee Name: Muhammad Syairazi Bin Shaharudin		Employee No. NA
Date of Application: 9 December 2024	Division/Department: Information Technology	Immediate Superior: Muhammad Faiz Bin Razali
Date From: 13 December 2024	Date To: 13 December 2024	No. of Days: One (1)
Type of Leave: Examination Leave		
Reason: Seating for online English test required by my university.		
 Employee's Signature		9 December 2024 Date
Approval - Head of Department / Division / Project Manager		
<input checked="" type="checkbox"/> Approved		<input type="checkbox"/> Rejected
Comments:		
 Signature Name: Muhammad Faiz Bin Razali		9/12/2024 Date:
Human Resource Division Use Only		
Remarks: 		
Received and acknowledged by: Signature: _____ Recording date: _____ Name: _____		