SYMPHONY SOFTTECH LIMITED

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Leave Application Form

Employee Name	: Md. Torekul Islam	**Branch**	:
Code	: DEV-1015	**Department**	: Development
Designation	: Sr. Software Developer	**Section**	: Development
Join Date	: 12-Jul-23	**Project**	: Head Office

Current Leave Status

SL	Leave Type	Opening Balance	Allowed Days	Used Days	Current Balance
1	Casual Leave	0.00	10.00	7.0	3.0
2	Sick Leave	0.00	14.00	10.5	3.5

Checked By:....................................

Admin officer

Leave Applied From	: 29-Dec-2025	**To** : 29-Dec-2025	**Half Day** : False	**Total Days** : 1.0
Type of leave	: Casual Leave	**Purpose** : NA		
Address during leave	:	**Duties will be carried out by** :		

Signature of the Applicant	Supervisor Signature	Admin	Director & COO	Approved By
Date:	Date:	Date:	Date:	Date:

Employee Portion

Leave Pass

Employee Name	: Md. Torekul Islam	**Branch**	:
Code	: DEV-1015	**Department**	: Development
Designation	: Sr. Software Developer	**Section**	: Development
Join Date	: 12-Jul-23	**Project**	: Head Office