



TO: THE H.R. MANAGER,  
H.R. DEPARTMENT,  
HEAD OFFICE,  
NAIROBI.

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
STAFF  
KISUMU/MOMBASA/NAIROBI.

Dear Sir/Madam

**RE: LEAVE ALLOWANCE**

I hereby request for my leave allowance which falls due on my anniversary on .....

Thanking you in advance.

Yours faithfully,

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***For official use only***

**At branch**

*Forwarded to Ho, Hr, for action*

*Sign* \_\_\_\_\_

*Date* \_\_\_\_\_

**At Hr Department**

*Designation* \_\_\_\_\_

*D.O.J.* \_\_\_\_\_

*Entitled Kshs* \_\_\_\_\_

*For year* \_\_\_\_\_

*E.P. on* \_\_\_\_\_

*To tax in* \_\_\_\_\_

*Sign* \_\_\_\_\_

*Date* \_\_\_\_\_

*Approved* \_\_\_\_\_

*Date* \_\_\_\_\_