**TUV INDIA PRIVATE LIMITED**

**Application for Leave.**

**Date:**

**Mum No.:**

**To,**

**Manager,**

**Tuv India Pvt.ltd.**

**Location:**

**I want to avail / have availed leave as per details given below:**

**Name of the Employee:**

**Type of Leave – Casual Leave/ Privilege Leave/ Sick Leave.**

**Dates of leave from / / 20 to / / 20 for days.**

**Kindly sanction the same.**

**Signature Sanctioned By**

**Employee Manager**

**PS.The leave is sanctioned subject to balance to the credit of the employee.**

**For Use of Administration Department.**

**Leave Balance for the type of Leave applied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days.**

**Leave Applied & Availed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days.**

**Balance after Availment of Current Leave\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days.**

**Signature**

**Admin Dept.**