

Alfa Patterns (Bangladesh) Limited.

Plot No-58, DEPZ, Ganakbari, Savar, Dhaka.

DATE :

APPLICATION FOR LEAVE

PART -1

Name : Designation : Card # :

Line/Section : Unit/Department : Build # :

Period of Leave : From To Total day/days

Kind of Leave : A/L C/L S/L M/L LWP Others

Causes of Leave :

Address during the Period of Leave

Applicant

Section Chief/Supervisor

Department Head/Manager

PART -2

Date of Joining : Date of Confirmation:.....

Kind of Leave	Yearly Leave for 20	Days Past	LEAVE AVAILED		LEAVE BALANCE	REMARKS
			Days Present	Due Days		
A/L						
C/L						
S/L						
M/L						
LWP						
Com./L						
OTHERS						

PREPARED BY _____

MANAGER/ASST.MANAGER
HUMAN RESOURCES

LEAVE PERMISSION

Applicant's Copy

PART -3

Mr/Ms.: Designation : Card # :

Line/Section : Unit/Department : Build # :

is allowed day/days Casual/Sick/Earned/ Maternity/Compensatory/ Others Leave/Leave without pay

from To He/She will resume his/her duty from

REMARKS (If any) :



Approved by _____