



# Jaroms Industries Ltd.

13/2, Abdus Sattar Master Road, West Gazipura  
Mymensingh Road, Tongi, Gazipur, Bangladesh

Date:...../...../20

## LEAVE APPLICATION

To  
General Manager / Managing Director  
Jaroms Industries Ltd.  
3/2, Abdus Sattar Master Road  
West Gazipura, Tongi, Gazipur.

Name of Applicant	ID No.	Designation	Type of Leave	Date		Total Days
				From	To	

Cause of Leave:.....

Date:.....

.....  
Applicants Signature

### Personnel Department Remarks & Use only

Type of Leave	Days Entitled	Days Availed	Present Days	Due Leave	Excess Availed	Remarks
Annual Leave						
Casual Leave						
Sick Leave						
Others Leave						

Date:.....

.....  
Signature of Personnel Dept.

### Authorized Person Use only

If Approved  / If not Approved

Date:.....

.....  
Signature of Departmental In - charge

Date:.....

.....  
Signature of Authority