



# Saturn Textiles Ltd.

13/1, Abdus Sattar Master Road, West Gazipura, Tongi, Gazipur

To,  
The G.M / E.D / M.D  
Saturn Textiles Ltd.

## LEAVE APPLICATION FORM

Date : .....

ID : .....

Name of applicant	Designation	Kind of Leave	Date		Total Days
			From	To	

1. Reasons for Leave:

Date:.....

\_\_\_\_\_  
Signature of Applicant

2. Remarks by Administrative Section:

Kind of Leave	Days Entitled	Days Availed	Present Days	Due Days	Remarks
Annual					
Casual	10				
Sick	14				
Other					

Date:.....

\_\_\_\_\_  
Signature of Human Resource Department

3. APPROVED / NOT APPROVED

Date:.....

Head of the Department :.....

Acknowledge to :.....

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Managing Director

\_\_\_\_\_  
Executive Director