



Nirapod Agro Care

219 Sherkhali, Shahzadpur, Sirajganj

Leave Application

Name of Employee:

Designation:

Personal Identification Number (PIN):

Date of Join:

Annual Leave: 12 Days Earn Leave: 12 Days Sick Leave: 12 Days

1. Leave from:
2. Leave to:
3. Number of days:
4. Reason of leave:
5. Leave remaining: Annual- Days Earn- Days Sick- Days
6. Type of leave: Annual/Earn /Sick
7. Eligible of leave: Yes/No
8. Leave approved for: Days
9. Joining date after leaving:
10. If delay/early join explain:
11. Date of Join:
12. If any note:

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Recommended by

Approved by