

[Employee Staff Leave Confirmation]

Date : [01-01-2020]

To,
The Managing Director,
Sampan Development Limited
123, Malibagh, DIT Extension Road, Dhaka-1217.

Dear Sir,

I will be grateful if you kindly grant me a leave of [5] days from **05-01-2020** to till : **09-01-2020**. My address during the leave is as mentioned : **Vill-Noria Bank Colony, Post+P.S-Noria, Dist. Shariatpur** Contact number : **0987654321** and I will join my duty on - **10-01-2020** accordingly.

Yours Faithfully,

✓

.....
Abdul Khaled
Phone : 0987654321

[Particulars of the Employee]

Nationality :	Appoinment Date :
<u>Bangladeshi</u>	<u>01-01-2017</u>
Leave Balance from previous :	Current Leave :
<u>17 Days</u>	<u>5 Days</u>
Leave Balance :	Remarks : [Signature Required] ✓
<u>12 Days</u>	<u>No Comments. [Managing Director]</u>
Approved By : [Signature Required] ✓	Put Official Seal here : ✓
<u>Abul Kashem [HR Department]</u>	<u>Sampan Development Limited</u>