

M/s.B2B Labyrinth Solutions Pvt.Ltd.

Add: 404. 4th Floor, Shubham Center 'A' C.G. Road, Chakala, Andheri (E),Mumbai-400093.

Application for Leave

Employee Name : _____

Employee Code : _____

Department. : _____

Type of leave requested : Privilege Leave Sick Others

Date of Leave : From _____ To _____

Total Number of Days: _____

Reason for Application : _____

You must submit requests for Leave, other than sick leave, two days in advance

Aattach supporting document for sick leave.

Date:

Signature:

Manager Approval

Approved

Rejected

Comments:

Date:

Manager Signature: