



Sainik Infratec Private Limited

Leave Application

To,
HR Head & Head of Department
Sainik Infratec Private Limited
Office Address :

Sub: Application for leave.

Respected Sir,
I request you to grant me a leave from date to i.e, for Days. Reason for leave
..... In my absence my duties will be performed by :
.....Emp ID.....

I shall report for duty on

Name of Reliever Signature

Thank You.

Yours Faithfully

Name :

Emp ID:

Employee	Direct Supervisor/ HOD	HR Manager	Approving Authority
	Approved <input type="checkbox"/>	Approved <input type="checkbox"/>	Approved <input type="checkbox"/>
	Rejected <input type="checkbox"/>	Rejected <input type="checkbox"/>	Rejected <input type="checkbox"/>
Name:	Name:	Name:	Name:
Emp ID:	Emp ID:	Emp ID:	Emp ID:
Designation:	Designation:	Designation:	Designation:
Date:	Date:	Date:	Date:
Signature:	Signature:	Signature:	Signature:

(For Office Use Only)

On duty fromto / No of days

Last leave fromto / No of days

Leave	EL	CL	SL	C.Off
Opening				
Availed				
Balance				
HR Officer Name		Signature		