PCEIT PTE. LTD.

Application for Annual Leave Form

Name of employee : _____

Date of Leave : _____ to _____ (____nos of days)

Reason : _____

Date of Application : _____

Approved By : _____

Date of Approval : _____

FOR OFFICAL USE :

No of Annual Leaves : _____

No of Annaul Leaves taken : _____

No of Annual Leaves Available : _____