



M . M . ISPAHANI LIMITED

Ispahani Building (2nd Floor)

14 – 15 Motijheel C/ A

Dhaka – 1000

LEAVE APPLICATION FORM

Dated: 18.06.22

Name: Muhammad Alamgir Hossen **Designation:** Sr.Executive **Dept:** Accounts & Finance.

Type of Leave PL/CL/ML from 20.06.22 **To** 20.06.22 **Total** 1 **Days**

Purpose of Leave- CL

Address during Leave period- Kishorgonj, Katiadi.

Signature of Applicant

He / She has got at his / her credit _____ **days CL, PL, ML as son** _____

Signature of HRD

Recommendation of Supervisor _____

Recommendation Head of the Department _____

Approved by the authority _____

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Dhaka – 1000

Dated :

Mr / Mrs _____

Your are granted _____ **days PL / CL/, ML with pay / without pay with effect from**

To _____ **Total** _____ **day.**

Signature of Authority