



**M . M . ISPAHANI LIMITED**

Ispahani Building (2<sup>nd</sup> Floor)

14 – 15 Motijheel C/ A

Dhaka – 1000

**LEAVE APPLICATION FORM**

**Dated:..25-02-2020**

**Name:** Md. Abu Hanifa **Designation:** Asst. Manager (Accounts) **Dept:** Accounts & Finance

Type of Leave PL/CL/ML from 22-02-2020 To 23-02-2020 Total 02 Days

Purpose of Leave Personal

Address during Leave period \_\_\_\_\_

Signature of Applicant

He / She has got at his / her credit \_\_\_\_\_ days CL, PL, ML as on \_\_\_\_\_

\_\_\_\_\_  
Signature of HRD

Recommendation of Supervisor \_\_\_\_\_

Recommendation Head of the Department \_\_\_\_\_

Approved by the authority \_\_\_\_\_

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Dated : .....

Mr / Mrs. \_\_\_\_\_

Your are granted \_\_\_\_\_ days PL / CL/, ML with pay / without pay with effect from

To \_\_\_\_\_ Total \_\_\_\_\_ day.

Signature of Authority