

# LEAVE APPLICATION

**To:** .....

My full name: .....

Position: .....

Department: .....

Reason for asking for leave: .....

Time for asking for leave: from ..... until .....

Paid leave

Unpaid leave

Number of unused leave: .....

Number of used leave: .....

Number of applied leave: .....

Number of remaining leave: .....

Hope that Board of Company revise and create the favor condition for me to leave.

***Best regard,***

....., date ... month ... year ...

**Director**  
*(Signed, full name, sealed)*

**Prepared by**  
*(Signed, full name)*