

Gardenia Wears Ltd

A Sister concern of Maksons Group

Paradise Tower (8th Floor), House: 11, Road: 2/A, Sector: 03, Uttara, Dhaka-1230.

Leave Application

Date:/...../.....

NAME: DEPARTMENT:

DOJ:/...../..... DESIGNATION:

NATURE OF LEAVE: Leave from:/...../.....

To/...../..... Total Days. REASON:

Arrange for substitute: Yes No work to be came over by (my absence)

Please follow leave sanctioning authority manage, Head of HR & Corporate Compliance and Managing Director.

In Charge / Authorized Person:

.....
Applicant

.....
Incharge

.....
Manager

.....
Authorized

For Human Resource use only

Leave Nature	Entitled	Enjoyed	Remaining	Total Leave
Casual				10 Days
Medical				14 Days

Note: Please submit this application to the authority before 3 days from the date of enjoy the leave (without medical). You are not entitled to go on leave until you receive an approval.

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Head of HRD & Compliance

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GM (Operation)

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Managing Director