SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

APPLICATION FOR LEAVE OF ABSENCE

To: – Director Board of …

– Division of Administration and Human Resource

My name is……

Title:……..

Work location:……

Company's address:.....

I write this application to get the leave of absence approval by the Director Board and Division of Administration and Human Resource: From …/…/… to …/…/…

Reason:.....

I will arrange my work and duties with my colleagues and undertake to return to work in due time.

Thank you for considering my leave application.

Sincerely,

[your name]

…, date … month … year …

Director Board	**Applicant**
(Signed, full name and sealed)	(Signed, full name)