

**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**

(Signed, full name and sealed)

**Applicant**

(Signed, full name)