

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

LEAVE OF ABSENCE LETTER

To: - Director Board of

- Division of Administration and Human Resource

My full 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:

Type of Leave:

☐ Annual Leave

☐ Sick Leave

☐ Compensatory Time Off

☐ Unpaid Absence

☐ Other:

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

Sincere thanks!

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

Director Board
(Signed, full name and sealed)

Applicant
(Signed, full name)