SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

APPLICATION FOR LEAVE OF ABSENCE

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:..

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

Sincere thanks!

Director Board *(Signed, full name and sealed)*	…, date … month … year … **Applicant**

	(Signed, full name)