

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 <i>(Signed, full name and sealed)</i>	..., date ... month ... year ... Applicant <i>(Signed, full name)</i>
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