



LEAVE APPLICATION

I-Link Software Pvt Ltd,
A-208, STPI, Block 3,
Keonics Electronics City,
Hosur Road, Bangalore – 560 100

Name (in Block letters)			Employee ID:		
			Date :		
DESIGNATION			DEPARTMENT		
REASON FOR LEAVE:			FOR OFFICE USE ONLY		
Type of leave	From	To	Number of Days	Leave at Credit	Remarks
1. Casual / Sick leave					
2. Earned					
3. Without pay					
4. Spl C.L./Duty Leave					
Date of Rejoining Duty:					
Person responsible for your work in your absence					
Signature			Sanctioning Authority Recommended by Sanctioned by		