



གྲོང་གསེབ་ཚོང་ལས་གོང་འཕེལ་ཚད་འཛིན།
RURAL ENTERPRISE DEVELOPMENT CORPORATION LTD.
THIMPHU: BHUTAN



Date: _____

LEAVE APPLICATION FORM

Name:

Designation:

Department/Division:

To
 The
 Rural Enterprise Development Corporation Limited (REDCL)
 Thimphu.

Dear Sir/Madam,

Kindly sanction me leave as requested below:-

Type of Leave	Duration of Leave	Start Date:	End Date:
CL/EL/ML/PL/LWP/EOL			
Reasons:			
<u>Contact Address</u>		<u>Leave Balance as per record</u>	
Mobile No:		CL: _____	
Place:		EL: _____	
		Signature of the HR Officer	

Signature of Employee

Signature of Approving Authority