



ཨ་ཁ་བུ་གླིང་གི་འབྲུག་ལོ་རྒྱུས་ལྷན་ཁུངས་ལྷན་ཁུངས་ལྷན་ཁུངས་

BHUTAN BOARD PRODUCTS LTD

(A Royal Govt. of Bhutan Undertaking, BIS licensed & ISO 9001:2008 Certified Company)
Post Box No. 91, Phuentsholing Bhutan

Date:

The Administrative Officer
Head Office, Phuentsholing
Bhutan Board Product Limited

Subject: **Leave Application**

Sir/Madam,

Kindly grant me leave as requested below;

1. Kind of Leave : _____
2. No. of days : _____
3. W.e.f : _____
4. Reason for the leave : _____
5. Date of joining after leave : _____
6. Name of Substitute : _____
7. Designation : _____
8. Signature : _____
9. Address during leave : _____

Name: _____

Signature: _____

Designation: _____

FOR OFFICIAL USE ONLY

KIND OF LEAVE	LEAVE DUE	SANCTIONED	BALANCE	REMARKS
1.CASUAL LEAVE				
2.EARNED LEAVE				

Head of Department