



ཨ།འབྲུག་ཤིང་བཅོམ་འཕྲོད་བསྐྱེད་འཆར་གུལ་ཚད།ཨ།

## 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 Managing Director  
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.MEDICAL LEAVE				
2.PATERNITY LEAVE				
3.COMPENSATORY LEAVE				
4. MATERNITY LEAVE				
5. TRANSIT LEAVE				
6. EXTRAORIDINARY LEAVE				
7. BEREAVEMENT LEAVE				

**Head of Department**