**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**  *(Signed, full name and sealed)* | …, date … month … year …  **Applicant**  *(Signed, full name)* |