**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!

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