



People Ltd.

APPLICATION FORM FOR LEAVE

Name : _____ 中文姓名 : _____

Position : _____ Contact No.: _____

Date of Application : _____ Team / Client : _____

Leave (inclusive): from _____ to _____

No. of days taken : _____

Remarks : _____
(optional) - _____

Signature : _____

For office use only :

Approved by : _____ Date : _____