



BRAC University
66, Mohakhali C/A, Dhaka-1212

Leave Application Form

To Date

Applicant's Name..... PIN.....

I, seek approval for leave from to for a total ofdays.

Cause of Leave

.....
Applicant's Signature

Address during Leave

.....

.....

.....

Designation

Department/Section

.....
Head of the Department

.....
Authorised Signature

Joining Report

Joining date as per leave

Actual Joining date

.....
Applicant's Signature

.....
Authorised Signature