

LEAVE NOTE

Dear sir/madam,

Because(reason) \_\_\_\_\_, I would like to ask  
for a leave from (date)\_\_\_\_\_ to  
\_\_\_\_\_ to (do)\_\_\_\_\_ in  
(place)\_\_\_\_\_.

I will come back and report to office in person on (date)\_\_\_\_\_ .

My contact method is:

Tel:

I will be responsible for my own safety during my leave.

Date:

Signature:

Permission from the office:\_\_\_\_\_

(2 copies for each person and only after obtaining the permission can the student leave.)