

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.)