

SML ISUZU LIMITED

**The General Manager-HR
SML Isuzu Limited
ASRON.**

Sir,

As per clause 9 of Leave Rules, I would request you to encash _____
days of my Earned Leave. Earned Leave due to my credit as on
_____ is _____ Days.

Yours faithfully,

(SIGNATURE OF EMPLOYEE)

Name: _____

E.No.V- _____

Date _____

FOR OFFICE USE ONLY:-

Certified that Earned Leave due as on _____ is _____
days. Leave encashed _____ days.

TIME OFFICE

GENERAL MANAGER-HR