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TEMPLATE - FORMAT

Leave Encashment Application

www.LeaveApplicationFormat.com

ApplicationForLeave.Com

Dear Principal,

I am Sana Khan teacher of Pre-school for nursery classes facing some medical issues since two months. I have already taken leave of one week in last month as suggested by our family doctor but not yet recovered from the sickness completely.

During my last medical checkup on Friday, doctor again recommended bed rest of two weeks or till recovery. My medical issue is very serious and I don't want to explain in this application.

I request you to please approve this application for two weeks medical leave starting from tomorrow according to medical leave policy of our school. I will be thankful to you.

Warm Regards,

Sana Khan
Pre-School

LEAVE ENCASHMENT APPLICATION FORM

1. Name: _____ 2. Position Title & Level _____
3. Date of initial appointment: _____ 4. Employee ID No.: _____
5. Encashment for the Fiscal Year: _____

Date: _____ (Signature of Applicant) _____

Leave Detail (to be filled by HR Unit)

A: Earned Leave at credit as on _____ is _____ day(s)

B: Earned leave at credit after the encashment of 30 days is _____ days.

Note: *EL permitted for encashment is only 30 days (not more not less) in a financial year*

(Ms. Surname), I am writing this letter to formally request the collection of leave for my annual balance. It would be a big favor to me, thanking you I remain, sincerely, Name: _____ Job Designation: _____ Contact no: _____ Email: _____ Date: _____ Authority name/Position name: _____ Institute Name: _____ Institute Address: _____ Subject: _____ Request for Leave Encashment Sir, With due respect, it is stated that according to the policy of our company, leave encashment to every employee is provided. It would be a great source of pleasure for me, Expensive (Mr./Mrs. Mention the number of leaves you have left. Tips for writing a discharge letter Keep the letter short and forward it to your HR manager. You can follow these sample request letters for annual leave collection from the company, office, HR Manager or HR Department if you qualify for leave collection according to company policy after the fiscal year. Date: _____ Name of authority/position: _____ Name of institution Institution Address Sub: Application for Payment of Leave Respected Sir, It is Istitut who are (Name), working in (Institute Name), for three years. I have been working at this company since the past _____ (number of years) I am writing this letter to ask you for holiday collection for the duration of _____ (Duration of fiscal year/, any other duration) from _____/_____/_____(Date) to _____/_____/_____(Date), first, as I need it for _____ (Reason for mention à urgent need for travel / sickness / debt / payments / any other reason). Hopefully you understand the need and proceed with the request. Sincerely / Faithfully, _____ (Your Name) _____ (Designation) [These sample application formats are applicable for the collection of leave by the employer or company. I have 15 sheets in my annual leave balance and would like to cash them all. When and where organizations have I was there to help and assist the other members with this organization. I want to inform you that, as an honest staff member, another year of work has ended and my vacation collection for the year XXXX is still pending. I ask you kindly to provide me with the holiday collection service. Greetings, Victoria Beckham Project Supervisor Leave Encashment Letter Example #2 Sylvester Mark 970 Prospect Ave, Apt 101 Hollister, CA 95 023-4990 714-333-9408 December 31, 2015 HR Manager XYZ technology 31 531 Peppertree-Bend San Juan Capistrano, CA 92 675 949- 260-99 90 Subject: Collection Letter Dear Sir, In response to the e-mail sent by the Department of Human Resources earlier, I would like to register my availability to avail myself of the collection option. Find out if you need to follow a certain procedure. The Manager Admin/HR: _____/_____/_____ General Manager etc., (enter here the name of the organization). _____ (Your name). Every employee in _____ organization starts with a holiday balance at the beginning of each year, and if at the end of _____ you happen to have unused sheets in that balance, you can cash them (that is, receive a payment for any unused leave, based on your daily pay) in accordance with your company's policy. Thank You, I Remain, Your Friendly, _____ Your Name: _____ Your Designation: _____ Your Designation: _____ Your Designation: _____ Employees can use this application format to get obtain. Jotaenilottos Jotaenilottos e otteessarg erness ebbervod(otteggO)PAC ,otats , Áttic()enoizzazinagro aut alled ozziridn()enoizzazinagro aut alled emoN()opac out led enoizzangiseD()opac out led emoN()ataD()onfolet id oremun out II()PAC ,otats , Áttic aut aL()ozziridni out II()emon out II()ettel. tnehsacnE evaeL a fo etalpmE reganaM tnatssisA kraM retsevyS jtuLas e eizarG. anamittes amissorp allen onnaátseuq id eiref elled ossacni oim li erenetto oilgoV.itnednepid i rep eiref elled ossacniál otsiverp "Á ,otutitsiálléd acitilop al odnoecs ,onna ingo id enif alla ehc ivramrofni repá E .ovitom isaislauq rep onoglavva is non ehc ilaunna eiref ertsov elled otnemagap li ednetniás tnehsacnoC . Áteicos o roval id erotad lad odegnoC ossacniál rep enoipmac led enoizacilppA .)onnaál iuq itteM()ÁeÁ:ÁeÁ:ÁeÁ ÁeÁ onnaál rep odegnoC li rep ossacni oim li erenetto a oticsuir onos non olos ad ehc elibidercni otats "Á oroval orud li e eraf li ottut etnatsonN .eiref elled ossacniál adeihc ehc oilgem ais oderc ,asunap unussen 'orednerp in non ehc otsiv e ,enif alla odnancivva etnemadipar ats is onnaál. oroval orud e esseretni oviv noc amits enoizzazinagro artsov al noc odnaroval ots ,arongiS / erongiS otattepsir) Áttic alled emoN out li iuq itteM(.ossacni

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