

MANAGEMENT:

APPROVED

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ANNUAL LEAVE REQUEST

I, **Example Employee A**, employee of Example Company S.R.L., working as Engineer in the Engineering department, employee code EMP-001, kindly ask you to approve 5 days of annual leave from **03.08.2026** until **07.08.2026**, inclusive.

Thank you.

Date:

21.04.2026

REQUESTED BY

(signature)

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AGREED,

DEPARTMENT MANAGER

(signature)

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