

Leave Letter During on the Job Training period



Date.....

From:

Student's Name:..... NIC Number:.....

Role (During in OJT) :..... Division/Section:.....

Address:.....

.....

Admission Number:..... Contact Number:.....

To:

Supervisor's Name:..... Job Title:.....

Hospital / Industry's Name:.....

Address:.....

.....

Dear Chief

I am writing to formally request a leave of absence from my duties as a Trainee at
.....Hospital / Industry. I have thoroughly enjoyed my time
contributing to the team and gaining invaluable experience during my On-the-Job Training (OJT), but due
to[reason for leave]I find it
necessary to request this time off.

Leave Start Date: Leave End Date:

Total Number of Leave Days Requested:

Name of Covering Staff : Name:..... Contact No:.....

During my absence, I will ensure that all of my current tasks and responsibilities are either completed or properly delegated to a colleague to avoid any disruption to the workflow. If necessary, I am more than willing to provide additional assistance in making the transition as smooth as possible. Please let me know if there are any further steps I need to take or if you require any additional information from me.

Thank you for your understanding and cooperation regarding this matter.

Warm regards,

Signature:.....

Approval Section (For Office Use Only)

Supervisor's Comments:

Supervisor's Approval: ☐ Approved ☐ Not Approved

Date:.....

Supervisor's Signature: