



PERMISSION TO LEAVE THE OFFICE

Permission is hereby granted to Mr./Ms. _____

to leave the office on OFFICIAL / PERSONAL business for the following purpose/s:

Place/s to be visited: _____

Date: _____

Time of Departure: _____ AM/PM

Time of Arrival : _____ AM/PM

Signature of Employee

Permission granted by:

Supervisor

(Employee's Copy)



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