UNIVERSITI TEKNIKAL MALAYSIA MELAKA

LEAVE APPLICATION FORM
(Application for leave must be submitted at least 3 working days before the date of leave)

Name   :   _____
Course   :   _____
Matric No.   :   _____
Date   :   _____

To,

_____
(Industry Supervisor/Authorizing Personnel)

Address   :_____
                _____

I would like to apply leave for ____day/days*effective from _____ to_____

because _____

_____

Thank you.

Signature: _____

The application for leave is **approved / not approved***

Signature: _____   **Date:**_____
       (Industry Supervisor/Authorizing Personnel)

* Students are allowed for not more than seven (7) days of leaves for Faculty of Information and Communication Technology, Faculty of Technology Management and Technopreneurship and Faculty of Engineering Technology, and three (3) days for Engineering Degree & Diploma courses during the training period.
* Please make copies if needed. A copy of this application should be sent to respective Faculty Industrial Training Coordinator.