

## Application for Permission of Late Arrival/Going Out/Early Leave

To: \_\_\_\_\_

Date:

Div./Dept.:

Name: \_\_\_\_\_ 印  
(signature)

Here I report you as follows;

Date	
Type	Late Arrival    •    Going Out during Working Hours    •    Early Leave (Circle one)
Time	[Late Arrival] Arrived at        :  [Going Out]        :        ~        :  [Early Leave] Left at        :
Reason	

Approval