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| رقم المرجع : | | | | |  | | | | | | | | | | | | | | | | | | | | Ref. No. : | | | | |
| التاريخ : | | | | |  | | | | | | | | | | | | | | | | | | | | Date : | | | | |
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| صاحب الطلب |  |  |  | | | | |  | | |  | | | | |  | |  | | | | | | | | | |  | Request by |
|  | الأستاذ /ة : المحترم/ة  تحية طيبة ,  آمل التكرم بالسماح لي بالإستئذان للفترة : | | | | | | | | | | | Dear Mr / Mrs :  Greetings...  I need your permission to leave work place during : | | | | | | | | | | | | | | |  |
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|  |  | الصباحية  Morning | | | | |  | | | المسائية  Evening | | | | |  | | التاريخ  Date | | ................................ | | | | | | | |  |
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|  | نوع الإستئذان | | | | | | | | | | | Type of Exit | | | | | | | | | | | | | | |  |
|  |  | عمل  Business | | | | | | |  | شخصي  Personal | | |  | | | |  | طارئ  Emergency | | | | | | | |  |  |
|  | المبررات | | | | | | | | | | | Justifications | | | | | | | | | | | | | | |  |
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|  | الإسم | Name | | | | | | | | | |  | المسمى الوظيفي | Job Title | | | | | | | | | | | | | | |  |
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|  | Emp. No. | الرقم الوظيفي | | | | | | | | | | التاريخ | Date | | | | | | | | | | | | | | |  |
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|  | التوقيع: | |  | | | | | | | | | | | | | | | | | | | | | | Signature: | |  |
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| المدير المباشر |  |  | | | |  | | | | | | | | | | | | | | | | |  | | | | |  | Direct Manager |
|  | ملاحظات | Note | | | | | | | | | |  | المدير المباشر Direct Manager | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | |  | | | | موافق  Approved | | | |  | | | غير موافق  Rejected | | | |  |
|  |  |
|  | الاسم : | | | | | | | | Name : | | | | | | |  |
|  | التوقيع : | | | | | | | | Signature : | | | | | | |  |
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| لاستخدام ادارة الموارد البشرية |  |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | For HR Department Use |
|  | ملاحظات |Note | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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