



**Employee Leave Application Format**  
**Rural Institute for career and employment Society**

Date \_\_\_\_\_

File No. \_\_\_\_\_

To

**The Director**

***Rural Institute for career and employment Society Raigarh Chhattisgarh 496001***

Subject:- \_\_\_\_\_

Dear, Sir

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**Note- Letter sends this Email id – hr@riceedu.org**

**Applicant**

Name- \_\_\_\_\_

Designation \_\_\_\_\_

Employee Id \_\_\_\_\_

Contact \_\_\_\_\_