

## Request for Release of salary

The Manager (Admin)  
Premier LPG Limited  
242, D-21 Corporate Park,  
Sector-21 Dwarka,  
New Delhi-110077.

Sub.: Release of Salary for the month of \_\_\_\_\_,20\_\_ of (Name of employee).

Sir/Madam,

I have performed my duties for the month of \_\_\_\_\_,20\_\_and taken following leave(s) during the month as under:-

Sl. No.	Kind of leave	Date(s)	Reasons	Sanctioned Yes/No	Without pay (✓)
1	Short Leave				
2	Half day Leave				
3	Full day Leave				
4	Sick Leave				
5	Privilege Leave				
6	Compensatory Leave				
7	Extra-Ordinary Leave				

I have submitted my report on daily basis in time as per directions mentioned in my duties roaster. I further confirm that during this month, I did not repeat mistakes pointed by my seniors.

I am satisfied with my work performed during the month and delivered the output justifying my CTC as mentioned below:-

(Attached separate sheet if required)

I am not satisfied with my work performed during the month due to the following reasons:-

Thanking you,

Your's sincerely  
(Name & Designation of the Employee)

Remarks of senior officer