

Leave Application Form for Annual Vacation

Use this **leave application form** sample to formally request annual vacation time from your employer. It ensures all necessary details are included for a smooth approval process. Customize the form to match your organization's requirements and policies.

Employee Information

Full Name:

Employee ID:

Department:

Designation:

Leave Details

Type of Leave:

Annual Vacation

From (Start Date):

To (End Date):

Total Leave Days:

Reason for Leave:

Contact During Leave

Contact Address:

Contact Phone:

Approval

Supervisor/Manager Name:

Approval Signature:

Submit Application