

# Fillable Leave of Absence Notice Form

This **fillable leave of absence notice form** sample PDF provides a convenient and editable template for employees to formally request time off. It ensures clear communication of leave details, including dates and reasons, to employers. Download and customize the form to streamline your absence reporting process efficiently.

## Sample Leave of Absence Notice Form

Employee Name:

Employee ID:

Department:

Type of Leave:

Leave Start Date:

Leave End Date:

Reason for Leave:

Contact Information During Leave (Optional):

Date of Submission:

Employee Signature:

Submit

Reset

Download as Fillable PDF: [Click here](#)