

Leave of Absence Notice Form

This **leave of absence notice form** sample provides a clear and professional template for employees requesting time off due to personal reasons. It ensures all necessary details are communicated effectively to management. Using this form helps streamline the approval process and maintain accurate records.

Employee Name:

Employee ID:

Department:

Position/Title:

Leave Start Date:

Leave End Date:

Reason for Leave:

Additional Details:

Contact During Leave:

Employee Signature:

Date:

For Office Use Only

Approval Status:

Manager's Signature:

Date: