

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:

-- Select Reason --

Additional Details:

Contact During Leave:

Phone or Email

Employee Signature:

Date:

Submit

For Office Use Only

Approval Status:

Pending

Manager's Signature:

Date: