

Leave Request Form

This **leave request form** sample includes a dedicated approval section to streamline the authorization process. It allows employees to formally submit their leave details while enabling managers to review and approve requests efficiently. The form is designed to enhance clarity and maintain proper documentation of leave approvals.

Employee Information

Employee Name

Employee ID

Department

Leave Details

Type of Leave

Select

Number of Days

Start Date

End Date

Reason for Leave

For Manager Use: Approval Section

☐ Approve

☐ Reject

☐ Pending

Manager's Comments

Manager Name

Date

Submit Request