Official Leave Application Form with Approval (Excel)

Download the **official leave application form** in Excel format, designed for streamlined submission and easy tracking. This form includes an integrated approval section to facilitate swift authorization by managers. Perfect for maintaining organized and transparent leave records within any organization.

Download Excel Form

Sample Form Structure

Section	Details
Employee Information	Name, Employee ID, Department, Position
Leave Details	Type of Leave, Start Date, End Date, Total Days, Reason for Leave
Applicant's Signature	Space for employee's signature and date
Manager's Approval	Approved/Rejected, Manager's Comments, Manager's Signature, Date

Instructions:

1. Download and fill in the required employee and leave information.
2. Submit the completed form to your supervisor/manager for approval.
3. Manager reviews, approves or rejects, and signs the form.
4. Keep a copy for your records and submit the form as per company policy.