

Leave Request Form - Annual Vacation

Use this **leave request form sample** to easily apply for your annual vacation. It ensures clear communication of your planned time off to management. Streamline your vacation approval process with this straightforward template.

Employee Name:

Employee ID:

Department:

Leave Start Date:

Leave End Date:

Total Days Requested:

Reason for Leave:

Annual vacation

Emergency Contact During Leave:

Manager/Supervisor:

Submit Request