

# Annual Leave Request Form Excel Sheet Example

The **Annual leave request form Excel sheet** example is designed to simplify the process of submitting and managing employee leave requests efficiently. This template allows users to input dates, leave types, and approval statuses, ensuring accurate record-keeping and streamlined communication. It is an essential tool for HR departments aiming to enhance workflow and maintain organized leave tracking.

Annual Leave Request Form

Employee Name	Employee ID	Department	Leave Start Date	Leave End Date	Leave Type	Reason	Approval Status	Approver Name	Comments
Jane Smith	EMP1024	Finance	2024-07-12	2024-07-16	Annual Leave	Personal Vacation	Approved	Robert Lee	Enjoy your leave!
David Brown	EMP1042	HR	2024-08-01	2024-08-03	Sick Leave	Medical Reasons	Pending	Maria Evans	
Linda Green	EMP1033	IT	2024-06-20	2024-06-22	Annual Leave	Family Event	Rejected	John Miller	Insufficient leave balance

*Note: This is an example annual leave request form table suitable for Excel. You may add more columns or customize fields as required for your organization.*