

# 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.*