

# Employee Absence Notice Form

**Purpose:** This **employee absence notice form** sample provides a clear and professional template for notifying employers about absences due to personal reasons. It ensures accurate communication and documentation, helping maintain workplace transparency and accountability. Use this form to streamline absence reporting and support effective workforce management.

**Employee Name \***

**Employee ID**

**Department**

**Absence Start Date \***

**Absence End Date \***

**Reason for Absence (Personal)**

e.g. Family emergency, personal matters

**Date of Notification**

**Employee Signature**

**Supervisor/Manager Signature**

**Submit Notice**

*Please submit this form as soon as possible to ensure proper scheduling and documentation.*