

Employee Inquiry Form for Leave Approval

This **Employee inquiry form** sample simplifies the leave approval process by collecting essential details such as leave type, duration, and reason. It ensures efficient communication between employees and management for timely decision-making. Using this form helps maintain accurate records and streamlines workflow within the organization.

Employee Details

Full Name:

Employee ID:

Department:

Leave Details

Leave Type:

Start Date:

End Date:

Reason for Leave:

Supervisor Approval

Supervisor's Name:

Approval Status:

Comments:

Submit Inquiry