

# Leave Application Form Sample for Casual Leave

This leave application form sample for casual leave provides a clear and concise template to request time off from work. It helps employees formally communicate their need for short-term leave, ensuring proper documentation and approval. Using this sample ensures a professional and efficient leave application process.

Employee Name:

Employee ID:

Department:

Designation:

Leave From (date):

Leave To (date):

Number of Days:

Reason for Leave:

Contact Details During Leave:

Address During Leave:

Date of Application:

Submit Application

## For Office Use Only

Approved by:

Approval Date:

Remarks: