

# Leave Request Form (Personal Reasons)

This **leave request form** sample is designed to help employees formally request time off for personal reasons. It ensures clear communication and proper documentation between staff and management. Using this form simplifies the approval process while maintaining professional standards.

(Please complete all sections. Submit the form to your supervisor/manager for approval.)

## Employee Name

## Department

## Position/Title

## Type of Leave

 Select...

## Leave Dates

to

## Number of Days Requested

## Reason for Leave (optional)

(Optional) Provide brief details.

## Contact Information During Leave

Phone or email

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Manager/Supervisor Use Only:

### Approval:



**Approved**



**Denied**

**Comments:**

Manager/Supervisor

Signature: \_\_\_\_\_

Date:

\_\_\_\_\_