

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: _____