

Sample Notice of Absence Form

A **sample notice of absence form** for employees helps streamline the process of reporting time away from work. This standardized document ensures clear communication and proper record-keeping for both staff and management. Utilizing such a form promotes consistency and accountability in managing employee absences.

Employee Information

Employee Name:

Employee ID/Number:

Department:

Absence Details

Date of Absence (From):

Date of Absence (To):

Type of Absence: --Select--

Reason (if applicable):

Signatures

Employee Signature:

Date:

For Office Use Only

Manager Approval:

Approval Date: