

HR Inquiry Form: Leave Application Questions

Use this **HR inquiry form** sample to streamline leave application questions efficiently. It ensures that all essential employee information and leave details are captured clearly. This form helps HR teams manage requests seamlessly and maintain accurate records.

Employee Information

Employee Name:

Employee ID:

Department:

Contact Number:

Email Address:

Leave Application Details

Type of Leave:

Leave Start Date:

Leave End Date:

Reason for Leave:

Additional Questions or Comments

Please provide any questions or additional comments regarding your leave application:

Submit Inquiry