

Leave Application Form

Find a comprehensive **leave application form sample** designed to streamline your leave request process. This template includes a section for HR endorsement to ensure proper approval and record-keeping. Simplify your leave management with this easy-to-use, professional form.

Personal Information

Full Name:

Employee ID:

Department:

Position:

Leave Details

Type of Leave:

Select

Leave Dates (From - To):

YYYY-MM-DD to YYYY-MM-DD

Reason for Leave:

Contact During Leave

Contact Number/Email:

Applicant's Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Applicant's Signature:

Date:

For HR Department Use Only

HR Remarks/Endorsement:

HR Officer Name:

HR Signature:

Date:

☐

Approved

☐

Rejected

Submit Application