

Leave Application Report

Submit your **leave application report** efficiently along with all necessary supporting documents to ensure proper approval and record-keeping. This report includes detailed reasons for leave, dates, and attached proof such as medical certificates or official letters. Proper documentation helps streamline the leave management process and maintain transparency.

Employee Details

Name	
Employee ID	
Department	
Designation	

Leave Details

Type of Leave	<input type="checkbox"/> Sick Leave <input type="checkbox"/> Casual Leave <input type="checkbox"/> Annual Leave <input type="checkbox"/> Other
Start Date	____/____/____
End Date	____/____/____
Total Days	_____

Reason for Leave

Supporting Documents

- Medical Certificate (if applicable): [attached/not attached]
- Official Letter (if applicable): [attached/not attached]
- Other Supporting Documents: [attached/not attached]

Applicant's Signature

Date: ____/____/____

For Office Use Only

Status	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Pending
Comments	
Authorized Signatory	
Date	____/____/____