

Company Leave Application Record Form Sample

The **company leave application record form** sample is designed to streamline the process of tracking employee leave requests efficiently. It ensures accurate documentation of leave details, facilitating smooth communication between employees and HR departments. Utilizing this form enhances transparency and simplifies leave management within any organization.

Employee Details

Name		Employee ID	
Department		Designation	

Leave Application Details

Type of Leave		Reason for Leave	
Leave Start Date		Leave End Date	
Total Leave Days		Date of Application	

Leave Approval Record

Supervisor's Comments			
Status	Approved / Rejected / Pending	Date of Decision	

Employee Signature

Date: _____
HR Department

Date: _____

Supervisor Signature

Date: _____