

# Employee Absence Notice Form (Remote)

This **Employee absence notice form** sample is designed specifically for remote workers to streamline communication and record absences efficiently. It ensures clear documentation of leave dates and reasons, helping managers maintain productivity. Use this form to simplify the process of notifying absence in a remote work environment.

## Employee Name

## Employee ID

## Department/Team

## Manager/Supervisor Name

## Type of Absence

-- Select --

## Absence Date(s)

e.g. 2024-07-03 to 2024-07-04

## Reason for Absence

Briefly explain the reason (optional for some types)

## Contact Information (during absence)

Email or phone during absence

## Date of Notification

**Submit Absence Notice**