Leave Authorization Form

Use this **leave authorization form sample** to streamline the process of requesting and approving employee leave. It includes sections for employee details, leave dates, and manager approval to ensure clear communication and proper documentation. This form helps maintain organized records and facilitates efficient leave management.

Employee Details

Employee Name:

Employee ID:

Department:

Position:

Leave Details

Type of Leave:

Select

Start Date:

End Date:

Total Days:

Reason for Leave:

Manager Approval

Manager Name:

Approval Status:

Select

Manager Comments:

Manager Signature:

Date:

Submit Form