

# Vacation Leave Notice Form

This **vacation leave notice form** sample is designed to streamline the process for company staff requesting time off. It ensures clear communication and proper documentation of leave dates and approval status. Utilizing this form helps maintain organized records and supports efficient workforce management.

Employee Name:

Department:

Position/Title:

Leave Start Date:

Leave End Date:

Total Leave Days:

Reason for Leave:

Contact Info During Leave:

Work Handover To:

Date of Application:

Employee Signature:

## For Manager/HR Use Only

Approval Status:

Remarks:

Manager/HR Signature:

Date: