

Leave Application Report

For Personal Reasons

This **leave application report** outlines the request for time off due to personal reasons, ensuring clear communication between the employee and management. It includes the duration of the leave and any necessary details to support the application. Proper documentation helps maintain transparency and workflow continuity within the organization.

Employee Details

Name: [Employee Name]

Department: [Department Name]

Employee ID: [Employee ID]

Leave Details

Reason for Leave: Personal Reasons

Start Date: [Start Date]

End Date: [End Date]

Total Days: [Total Number of Days]

Additional Information

[Optional: Additional details or context, e.g., arrangements made for handling duties during absence]

Employee Signature

[Employee Name]

[Date]

Manager's Review

Approved / Not Approved: [Manager's decision]

Comments: [Manager's comments]

Manager's Signature: _____

[Manager Name]

[Date]