Employee Absence Notice Form

This **employee absence notice form sample** offers a clear and efficient way to inform management about absences, including an option for unpaid leave. It ensures proper documentation and helps maintain transparent communication between employees and employers. Utilizing this form aids in managing workforce schedules effectively.

Employee Name:

Employee ID:

Department:

Date(s) of Absence:

to

Reason for Absence:

--Select Reason--	▼

Additional Details (optional):

☐

Request absence as **Unpaid Leave**

Employee Signature:

Date Submitted:

Submit Notice