Leave Application Form

This **leave application form sample** includes a comprehensive approval section to streamline the authorization process. It is designed to facilitate clear communication between employees and management regarding leave requests. The form ensures all necessary details and approvals are systematically documented.

Employee Name:

Employee ID:

Department:

Type of Leave:

-- Select --

From Date:

To Date:

Number of Days:

Reason for Leave:

Approval Section

Level	Name / Designation	Signature	Date	Remarks
Immediate Supervisor				
Department Head				
HR/Administration				