

# Leave Request Form

Use this **leave request form sample** to streamline employee time-off submissions, featuring a detailed reason section for clear communication. It helps managers approve or review leave based on comprehensive information. This form ensures transparency and efficient leave management processes.

## Employee Name

## Employee ID

## Department

## Type of Leave

## Leave Dates

From

To

## Detailed Reason for Leave \*

Please provide a comprehensive reason for your leave, including any relevant details or support.

## Emergency Contact During Leave

Name & phone/email

Submit Request