

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

--Select--

Leave Dates

From

To

Detailed Reason for Leave *

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

Emergency Contact During Leave

Name & phone/email

Submit Request