

Approval Request Form Sample for Leave Application

The **approval request form** sample for leave application streamlines the process of seeking permission for time off. It ensures all necessary details, such as dates and reasons, are clearly communicated. Using this form enhances transparency and efficiency in leave management.

Leave Application Form

Employee Name:

Employee ID:

Department:

Type of Leave:

Start Date:

End Date:

Reason for Leave:

Contact Information during leave:

Reporting Supervisor:

Submit Request