Notice of Absence Form

Personal Details

Full Name:

[   ]

Employee/Student ID:

[   ]

Department/Class:

[   ]

Contact Information:

[   ]

Absence Details

Date(s) of Absence:

[   ]

to

[   ]

Reason for Absence:

[Select Reason   ▼]

Additional Details:

[   ]

Supporting Documents

Please attach relevant supporting documents to validate your absence:

- Medical certificate
- Travel documents
- Other official evidence

Attach Documents:

[Choose File] No file selected

Signature:

[Type your full name here]

Date of Submission:

[   ]

[Submit]