

## Leave application Form

**(If you want to take leave then it is mandatory to inform before 3 days.)**

**Date of Application:** \_\_\_/\_\_\_/\_\_\_\_\_

To,  
Head of Department,  
\_\_\_\_\_ (Company Name)

Employee Name: \_\_\_\_\_

Leave From/on date: \_\_\_\_\_ to \_\_\_\_\_

Total Number of days including Holiday: \_\_\_\_\_

Total Leave Taken in Last Month: \_\_\_\_\_

In case any emergency your alternate number where Firm can reach to you: \_\_\_\_\_

Respected Sir,

Please approve my leave. My reason for leave is given below:

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**Applicant's Signature**

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