

Leave Approval Sheet

[Leave Application Title]

Submitted by:

[Your Name or Employee Name]

[Your Position or Department]

Submitted to:

[Supervisor or Manager's Name]

[Their Position or Title]

Date:

[Submission Date]

Purpose:

[State the purpose of the leave, e.g., "This document is submitted to seek approval for leave from [start date] to [end date]."]

APPROVAL SIGNATURES

1. Approved by:

[Supervisor/Manager's Name]

[Position/Title]

Signature: _____

Date: _____

2. Verified by (if required):

[HR Manager's Name]

[Position/Title]

Signature: _____

Date: _____

Remarks (if any):

[Include any special instructions, comments, or notes related to the leave approval.]