### **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.]