

## EMPLOYEE LEAVE OF ABSENCE REQUEST LETTER

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

**Department/Position:** \_\_\_\_\_

**Manager/Supervisor:** \_\_\_\_\_

**Leave Details:**

Type of Leave (Annual, Sick, Unpaid, Other): \_\_\_\_\_

Start Date of Leave: \_\_\_\_\_

End Date of Leave: \_\_\_\_\_

Total Number of Leave Days: \_\_\_\_\_

**Reason for Leave:**

Please provide a detailed explanation for the requested leave. Ensure that all relevant facts and circumstances are included to enable the management to process this request appropriately and in accordance with company policy and applicable UK employment law.

**Employee Declaration:**

I hereby declare that the information provided in this leave request is true and accurate to the best of my knowledge. I understand that any falsification or omission of information may result in disciplinary action. I acknowledge that approval of this leave is subject to management discretion and compliance with company policies and UK employment laws.

**Management Decision:**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Comments:

**EMPLOYEE SIGNATURE**

**MANAGER SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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