

Short-Term Leave Application Form

Date:

e.g. June 10, 2024

To:

Recipient's Name / Designation

From:

Your Name / Employee ID

Subject:

e.g. Application for Short-Term Leave

Application:

Write your leave application here...

Leave Period:

e.g. June 15, 2024 to June 17, 2024

Reason for Leave:

e.g. Medical/Personal/Other

Employee Signature

Supervisor/Manager