



**TOTAL RECRUITMENT**

working with **you**

**Employee Leave Application Form:**

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

**Client you are working for:** \_\_\_\_\_

**I request Annual Leave for \_\_\_\_\_ days.**

**For the period:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(first day of leave)

**To:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(last day of leave)

**Returning to work on:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Consultant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_