


LEAVE REQUEST

Summary

Date	DATE
Description	<p>Write the key details of the session</p> <p>Include relevant highlights</p> <hr/> <p>Add other key details</p> <p>Add additional information</p>
File Attachment	
Remarks	<p>Write an action item that will move the team forward</p> <p>Assign a person person to the task</p> <p>Add another action item</p> <p>Assign a point person</p>
Support Needed	<p>Write any support required</p> <p>Insert a date when it is needed</p> <p>Add more as needed</p> <p>Insert the due date</p>

For Approval



Mention fellow Canva users in your Canva Doc. **Just @ them** directly on the document and tap the bell to send them a notification.



@name



@name