



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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<<Company>>

Employee Absence Report

Date Reported: <<CurrentDate>>

Employee:	<<ContractFirstName>> <<ContractLastName>>
Title:	<<ContractJobTitle>>
Department:	<<Department>>
Supervisor:	<<Supervisor>>
Period of Absence	<<StartDate>> to <<EndDate>>

Instructions:

Supervisor must complete the following form and file it with the Human Resources Department.

Reason for Absence

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-absence-report-form.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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