

Annual Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Annual Leave Request for Festive Season

Dear [Manager's Name],

I am writing to formally request annual leave for the upcoming festive season. I would like to take leave from [start date] to [end date], returning to work on [return date].

This time is important for me to spend with my family and celebrate the festivities together. I have ensured that all my responsibilities will be managed before my leave, and I will make the necessary arrangements to ensure a smooth workflow in my absence.

Please let me know if you have any concerns or require further information. I would be happy to discuss this at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]