

Leave Application

Date: [DD/MM/YYYY]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence for [number of days] starting from [start date] to [end date] due to the birth of my child. I need this time to care for my newborn and to support my family during this crucial period.

I assure you that I will complete all my pending tasks and ensure a smooth transition of my responsibilities before my leave. [You may mention any arrangements made during your absence, if applicable.]

I kindly ask for your understanding and support in this matter and look forward to your positive response.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position]
[Your Employee ID]
[Your Contact Information]