

Annual Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Annual Leave

Dear [Manager's Name],

I am writing to formally request annual leave from [start date] to [end date]. I have ensured that my responsibilities are managed and will hand over my tasks to [Colleague's Name] during my absence.

Please let me know if you need any further information or if we need to discuss this request further. I appreciate your consideration of my leave request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]