

Annual Leave Submission

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Planned Annual Leave

Dear [Manager's Name],

I am writing to formally request annual leave from [Start Date] to [End Date]. I have planned this time off to [brief reason, if desired].

I have ensured that my current projects are on schedule and will complete all necessary tasks prior to my leave. I will be available for any urgent matters via email during my absence.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]