

Request for Annual Leave Approval

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Annual Leave

Dear [Supervisor's Name],

I am writing to formally request annual leave from [start date] to [end date] due to [brief reason, e.g., personal reasons, family commitment, etc.]. I have ensured that my current workload will be managed in my absence, and I will complete all necessary tasks before my leave begins.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]