

# Holiday Leave Justification Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Extended Holiday Leave

Dear [Manager's Name],

I am writing to formally request an extended holiday leave from [start date] to [end date]. I have planned this time off to [briefly explain reason, e.g., spend time with family, relax after a busy period, etc.].

I have ensured that my responsibilities will be covered during my absence. [Explain how work will be managed, e.g., delegating tasks, completing projects in advance, etc.].

I believe that this time off will allow me to recharge and return to work with renewed focus and energy. Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]