

Leave Application for Marriage

Date: [Insert Date]

To,

The HR Manager,
[Company Name]
[Company Address]

Dear [HR Manager's Name],

I am writing to formally request leave for my marriage, which is scheduled to take place on [Insert Date of Marriage]. I would like to take leave starting from [Start Date] to [End Date] to make the necessary arrangements and participate in the celebrations.

I assure you that I will complete all my pending tasks before my leave and will hand over my responsibilities to [Colleague's Name] during this period to ensure a smooth workflow.

Thank you for considering my request. I hope for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Your Department]
[Your Contact Information]