

Leave Application for Extended Holiday

Date: [Insert Date]

To,
[Manager/Supervisor's Name]
[Company Name]
[Company Address]

Dear [Manager/Supervisor's Name],

I am writing to formally request an extended leave of absence from [start date] to [end date] due to [brief reason, e.g., personal matters, family commitment, etc.]. I have carefully considered my responsibilities and will ensure that all my tasks are up to date before my departure.

I am happy to assist in transitioning my workload and briefing my colleagues to manage during my absence. I believe this leave will enable me to return to work refreshed and more productive.

Thank you for considering my request. I look forward to your understanding and support.

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