

Formal Holiday Leave Application

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Date: [Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a holiday plan from [start date] to [end date]. I will ensure that all my responsibilities are managed before my leave, and I will share my contact information should any urgent matters arise during my absence.

I kindly ask for your approval of this holiday leave. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]