

Leave Application for Family Events

To,

The Manager,
[Company Name]
[Company Address]
[City, State, Zip Code]

Date: [Insert Date]

Subject: Application for Leave due to Family Events

Dear [Manager's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to important family events that require my presence. This time is essential for me to attend to family obligations and spend time with my loved ones.

I assure you that I will complete any pending work before my leave and ensure a smooth transition during my absence. I am happy to help with handover processes and provide any necessary information to my colleagues to cover my responsibilities.

Thank you for considering my request. I look forward to your positive response.

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