

Holiday Leave Application

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally request a leave of absence for my upcoming holiday. I would like to apply for leave starting from [Start Date] to [End Date], but I am flexible with the dates if necessary.

During this time, I will ensure that all my responsibilities are covered and that my team has everything they need to manage in my absence.

Please let me know if you require any further information or if we can discuss my dates further. I appreciate your understanding and support.

Thank you for considering my request.

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