

Holiday Leave Application

To,

The Manager,
[Company Name]
[Company Address]

Date: [Insert Date]

Subject: Application for Holiday Leave

Dear [Manager's Name],

I am writing to formally request holiday leave from [Start Date] to [End Date]. I have ensured that all my responsibilities are up to date, and I will make arrangements for my work to be covered in my absence.

I appreciate your consideration of my request. Please let me know if you require any further information.

Thank you.

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