

Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a short holiday leave from [start date] to [end date]. I would like to take this time off to [brief reason, e.g., spend time with family, recharge, etc.].

I will ensure that all my responsibilities are up to date before my leave and am happy to assist in planning coverage during my absence. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]