

Job Application for Holiday Leave Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Adjustment of Holiday Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my holiday leave schedule due to [brief reason for adjustment, e.g., unforeseen circumstances, family commitments, etc.].

Originally, I was scheduled to take leave from [original start date] to [original end date]. However, I would like to propose adjusting my leave from [new start date] to [new end date]. I believe this will allow me to [explain any benefits to the team or company, if applicable].

I appreciate your understanding and consideration of my request. I am willing to discuss this matter at your earliest convenience and explore any potential alternatives.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]