

# **Annual Leave Application Notification**

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Annual Leave Application Notification

Dear [Supervisor's Name],

I am writing to formally notify you of my intention to apply for annual leave from [start date] to [end date]. I have ensured that all my responsibilities are managed and will coordinate with my team to handle any urgent matters during my absence.

I kindly request your approval for this leave. Please let me know if you need any further information or if there are forms I should complete.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]