

Leave Request for Farewell

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request leave on [date(s)] to attend a farewell event for [person's name, if applicable] who is moving on to a new chapter in their life.

This event is significant to me, as [brief reason for the importance of the farewell]. I believe it would be a valuable opportunity to show my appreciation for [person's name]'s contributions and to say goodbye.

I will ensure that all my responsibilities are managed effectively in my absence, and I am willing to assist in any necessary transitions prior to my leave.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]