

# Holiday Leave Consent

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally request your consent for my holiday leave from [Start Date] to [End Date]. I have ensured that my responsibilities are managed and will be handled by [Colleague's Name] during my absence.

Please let me know if you approve my leave request. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]