

# Leave Application:

Subject: Leave Application for Approval

Dear Siddique (HR Manager)

I would like to request leave for a duration of 5 days, starting from December 25th to December 31th. During this period, I will be away from work due to marriage ceremony of my brother.

I have ensured that my ongoing tasks are up to date and have informed my team about my absence. I will also make sure to complete any pending work before my departure.

I understand the importance of my role in the team and assure you that I will do my best to minimize any disruption caused by my absence. I believe that this short break will help me recharge and return to work with renewed energy.

I kindly request your approval for this leave. If there are any formalities or procedures that I need to follow, please let me know at your earliest convenience. I am open to discuss and plan for any necessary arrangements during my absence.

Thank you for considering my request. I appreciate your understanding and support.

Best regards,

Arbaz Khan

Flutter Developer

HSE Techno