**Using ChatGPT to Write an Email Requesting Annual Leave: Prompt and Outcome**

**Prompt**

Write a short email to request annual leave

**Outcome 1**

Subject: Request for Annual Leave

Dear [Manager's Name],

I hope this email finds you well. I am writing to request annual leave from [Start Date] to [End Date]. The reason for my leave is to [provide a brief explanation of the reason for the leave, such as personal commitments, vacation plans, or medical appointments].

I have completed all my pending work and have arranged for someone to cover my responsibilities during my absence. I will ensure that I complete all my pending work and handover any unfinished tasks to my colleague before I leave.

Please let me know if my request for leave has been approved or if you require any further information. I will be happy to provide any additional details that you may need.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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I would adjust the above to this:

Subject: Request for Annual Leave

Hi [Manager's Name],

I hope this email finds you well. I am writing to request annual leave from [Start Date] to [End Date]. The reason for my leave is we'll be going on a family holiday to Europe.

I will complete all my pending work before I leave and will prepare a handover document for the person you assign to cover my responsibilities during my absence.

Please let me know if my request for leave has been approved or if you require any further information. I will be happy to provide any additional details that you may need.

Thank you for your time and consideration.

Kind regards,

[Your Name]

**Outcome 2**

Subject: Request for Annual Leave

Dear [Manager's Name],

I am writing to request for annual leave from [start date] to [end date]. As you are aware, annual leave is an important benefit that allows employees to take time off work to relax, recharge, and spend time with family and friends. I have carefully planned my workload to ensure that all pending tasks are completed before I go on leave.

During my absence, [Name of colleague/team] will be available to cover my responsibilities and ensure that all essential tasks are carried out efficiently. I will also provide them with a detailed handover report to ensure a smooth transition.

I believe that taking annual leave is essential for my mental and physical well-being, which will help me perform better when I return to work. I will ensure that I am reachable in case of an emergency during my time off.

Thank you for considering my request for annual leave. I look forward to hearing back from you soon.

Best regards,

[Your Name]

**Outcome 3**

Subject: Request for Annual Leave

Dear [Manager's Name],

I hope this email finds you well. I am writing to request annual leave from [start date] to [end date], totaling [number] of days.

[Optionally, mention the reason for taking leave or any pertinent information, such as coverage plans or arrangements for unfinished work.]

I have consulted with my team and made arrangements to ensure that all necessary tasks and projects will be completed or delegated before I take leave. I will also be available via email or phone if any urgent matters arise.

Please let me know if my leave request has been approved or if there are any concerns or questions. I appreciate your time and attention to this matter.

Thank you.

Sincerely,

[Your Name]