**Emails:**

1. **Request Email (will be sent to Senior or T/L. Cc to HR and PM)**

Dear Sir/Madam,

Hope you are well.

This is to request you to kindly grant me a leave from [Start Date] and [End Date] due to [Reason].

My work will be handled by [Who will handle] in my absence and I assure you that remaining work will be completed on my return on [End Date + 1]

My Emergency Number is [Emergency Number]; you can contact me anytime for any assistance.

I will be grateful if you can allow the above.

Thanks & Regards,

[Senders name]

1. **Acknowledgement Email (will be sent to user who has raised the leave request)**

Dear [User name],

Your leave request has been forwarded to your senior and is awaiting approval.

Once they take action on the above, you will receive an email accordingly.

Thanks & Regards,

System Administrator

1. **Approval Email (will be sent to user if their leave is approved)**

Dear [User name],

Congratulation, your leave has been Approved.

Please make sure you will be available on phone either emergency number or normal number that you have provided.

Thanks & Regards,

System Administrator

1. **Disapproval Email (will be sent to user if their leave is disapproved)**

Dear [User name],

We regret to inform you that your leave request has been disapproved.

Because, the reason is:   
[Reason]

Kindly contact your Team Lead for further information.

Thanks & Regards,

System Administrator

1. **Cancellation Email (will be sent to Senior or T/L. Cc to HR and PM in case user cancels leave request)**

Dear Sir/Madam,

This is to inform you that [User name] has cancelled his/her leave request and no action is required.

Sorry for the trouble.

Thanks & Regards,

System Administrator