**Leave Letter**

Dear Sir/Mam,

As I (am running a temperature/need to attend the marriage of my ---/temple/function), kindly grant me leave on --------- ( from----date----to -------).

I have delegated my responsibilities to a team member, and I assure you that the work assigned to me will continue uninterrupted in my absence.

Also, assure you that I will be available via phone anytime.

Thanking You,

Regards,

**Permission Letter**

Dear Sir/Mam,

As I (need to attend the marriage of my ----/ go to bank/temple/function), kindly grant me permission on -----date----

( from---- time--------to -------).

I have delegated my responsibilities to a team member, and I assure you that the work assigned to me will continue uninterrupted in my absence.

Also, assure you that I will be available via phone anytime.

Thanking You,

Regards,