Subject: Application for Leave

Dear Sir,Ma'am

I hope this message finds you well. I am writing to formally request two separate leaves of absence from work to attend important family functions. The details of these leaves are as follows:

Leave Date: 23/04/2024

Reason: I will be attending a significant family function during this time. It is an event of utmost importance to me and my family, requiring my presence and participation.

Leave Dates: 26/04/2024

Reason: Similarly, I will be attending another family function during this period. This event holds significant personal and cultural importance, and my presence is necessary to fulfill familial obligations.

During my absences, I will ensure that my current projects are up to date and that my responsibilities are appropriately delegated to a colleague. I am also available to provide any necessary assistance remotely, should the need arise.

Recognizing the importance of my role within the team, I will take proactive measures to mitigate any potential disruption caused by my absence and ensure a seamless transition during my leaves.

Please let me know if there are any specific procedures or forms I need to complete in relation to these leave requests. Your guidance in this matter is greatly appreciated.

Thank you for your understanding and support regarding these leaves. I look forward to your favorable response.

Warm regards,

Vivek Rathore

Java Developer