

Dear Ma'am/ Sir,

I am writing to formally request leave from _____ to _____ .
The purpose of my leave is _____

During my absence, I will ensure that my current tasks are completed or handed over to a designated colleague to manage in my absence. I will also be available via email or phone for any urgent matters that may arise.

I have attached any necessary documentation required for this leave request, such as medical certificates or forms, as per company policy.

I understand the importance of my role within the team and will do my best to minimize any disruption caused by my absence. I am committed to returning to work promptly and resuming my duties as soon as possible. Thank you for considering my request..

Sincerely,

Employee's Signature Overprinted name