

LEAVE LETTER

September 1, 2065

Malcolm Raynor

Supervisor

[Your Company Name]

malcolm@you.mail

Dear Mr. Raynor,

I am writing to formally request a leave of absence from work for a family vacation. I kindly request your consideration and approval for this requested time off from October 1, 2065, to October 25, 2065.

Over the designated leave period, my family and I have made all the necessary arrangements to ensure the smooth continuation of my responsibilities during my absence. I have delegated my tasks to my colleague, Sarah Garland, who will fulfill my duties and handle any urgent matters that may arise. Sarah has been briefed on the ongoing projects, and I am confident she will handle them professionally and efficiently.

I assure you that I am committed to returning to work promptly on October 26, 2065, and resuming my regular responsibilities. During my absence, I will be readily available via email should any urgent matters require my attention.

I understand the importance of maintaining productivity and meeting deadlines, and I have taken all measures necessary to minimize any disruption to the workflow. I will ensure all pending tasks are completed or handed to **Elvie Block** before my departure. Thank you for considering my request. I would be grateful for your prompt response and any further instructions you may have regarding this leave of absence.

Signature