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**Introduction**

An effective leave application letter is that which has the ability to convince the employer and get the leave application processed immediately. An effective leave application should clearly state the reason behind the leave and also mention the time period pertaining to your absence.

By doing so, you care creating an expression of professionalism in the eyes of the concerned person.

**Effective Leave Application Letter Tips**

Few tips need to be considered for writing an effective leave application letter:

* Firstly it is essential to state the reason behind your leave and specify the dates on which you will be absent from office
* Tone of the letter should be polite.
* Content and wordings of the letter should be formal.
* You must provide an alternate contact number for contacting you in emergency
* Supporting documents should be enclosed with the letter
* You need to make sure that there should not be any punctuation mistakes in the letter.

Sample Effective Leave Application Letter

From,

Jennifer Varghese

Accounts Manager

IT Technologies Ltd.

Florida

Date (Date on which letter is written)

To,

Mr. Michel John

Personnel Manager

IT Technologies Ltd.

Sub: Leave application

Dear Mr. John,

I would like to bring to your kind attention that I would not be present in office for three days as I am going out with my family on a vacation after a long time. My children are very much excited for the same. I am writing this letter to officially inform you that I would like to take leaves from 3rd September to 6th September for the vacations.

I have already finished my data processing job and submitted the ledger file to our Team Leader. You can contact me anytime on my phone, if needed.

I hope you will consider my request and process the leave application at the earliest. I will resume my duties from 7th September onwards.

Thanking you

Yours sincerely’

Jennifer Varghese

# Effective Leave Application Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

# This is to bring to your kind attention that me and my family are going on a vacation to \_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_ days. Therefore, I would like to request you to grant me leaves from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

# In my absence, my responsibilities will be taken care by my team member \_\_\_\_\_\_\_\_\_\_\_\_, who I am sure can manage things effectively and if needed, I am always available on my phone to help him/her.

# I will be very grateful to you if you consider my request and process my leave application at the earliest. I will resume my duties on \_\_\_\_\_\_\_\_.

# Thanking you,

# Yours sincerely’

# (\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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