

HOW TO WRITE A LEAVE LETTER

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Introduction

When someone wants to take some time off from the organization, he writes a leave letter to the concerned person. Leave letters are basically formal mode of communication among two people. They are considered as official document by the HR department who maintains leave record of the employees.

How to Write a Leave Letter Tips

Following points should be considered for writing an effective leave letter:

- First and foremost it is vital to provide a valid reason of taking leave and also specify the time period for the same.
- You must include your contact details, so that if someone wants to call you, they can do that.
- Tone and content of the letter should be formal.
- Wordings of the letter should be convincing enough to convince the concerned person.
- You have to make sure that there should not be any punctuation mistakes in the letter.
- Last but not the least, you must thank the concerned person for considering your request and doing the needful.

Sample How to Write a Leave Letter

From

Edward Brown

Accounts Manager

Britannica Solutions

Atlanta

Date (Date on which letter is written)

To,

Mr. Stephen Joseph

Senior Personnel Manager

Britannica Solutions

Sub: Leave application

Dear Mr. Joseph,

I am writing this letter to officially inform you that my sister is getting married on 4th September and I have to do lot of arrangements for the same. I am the only son in the family and have to be present in all the ceremonies. I would require leaves for ten days to do the arrangements for the wedding and to spend some time with my sister before her marriage.

I have prepared the balance sheet for the month and have already sent to the CEO Mr. Fernandez for his approval. I am also enclosing the wedding invitation card for you and would be happy to see you there.

I hope that you will consider this letter as an informed leave application and grant me leaves for ten days from 22nd August onwards.

Thanking you,

Yours sincerely'

Edward Brown

How to Write a Leave Letter Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

I am very glad to inform you that my _____ is getting married on _____. We all are very happy for _____. Being an elder in the family, I have to perform all the rituals and do the arrangements of the wedding. We are already running short of time and I would like to take leaves for _____ days from the office.

I hope you will understand my situation and sanction me leaves from _____ to _____.

Thanking you,

Yours sincerely'

(_____)

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