

LEAVE APPLICATION LETTER

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Introduction

Leave application letter is considered crucial in professional environments when someone is seeking leave from the office. It is written to inform about your absence in the organization for some reason and for a certain period of time in a professional way.

If a person takes leave without notification that is considered unethical in the organization. Through a leave application letter, an applicant gets the opportunity to inform about the reason of taking leave from the office.

Leave Application Letter Tips

Few tips are considered to be effective for writing a leave application letter:

- First and foremost it is vital to put forward your leave application in a polite way.
- The wordings of the letter should be such that it expresses your sincerity in taking leaves.
- Letter should be brief and to the point.
- Tone of the letter should be formal
- Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

Sample Leave Application Letter

From,

Edward Benton

Senior Manager

AGS Consulting Services

Berlin

Date (Date on which letter is written)

To,

Mr. Samuel Winston

Senior Personnel Manager

AGS Consulting Services

Sub: Leave application

Dear Mr. Winston,

I would like to inform you officially regarding my absence in office for one week. My younger sister is tying the knot on 30th August and I am the only son in the family who has to do all the arrangements. This is one of the best moments in my sister's life and I want to spend some time with her.

I have handed over my responsibilities to Mr. Johnson who will be following up with my clients in my absence and I am sure he is a trustworthy person to rely on. I am enclosing the wedding invitation card for you and will appreciate if you attend the wedding.

I hope you will understand my situation and grant me leaves for one week starting from 23rd August onwards.

Thanking you,

Yours sincerely'

Edward Benton

Leave Application Letter Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

I would like to bring to your kind attention that I would be absent from office for _____ days due to _____ in the family. I need to do all the arrangements as we are running short of time. For your information, I have handed my project file to _____ who , I am sure, will manage the things effectively.

I hope you will consider my situation and grant me leaves from _____ to _____. I am also enclosing an invitation card for you and would be glad to see you there, without fail.

Thanking you,

Yours sincerely'

(_____)

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