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LEAVE LETTER TO BOSS

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Introduction

The objective of writing this leave letter is to officially inform your boss about your absence in the organization. By doing so, you are expressing professionalism in your attitude and it will be reflected in your letter also. Through this letter, you can also state the reason behind your absence for a certain period of time.

Leave Letter to Boss Tips

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

- Firstly it is vital to specify the time period for which you would like to take leaves and the reason behind the same.
- If required, you must enclose the documents supporting your fact.
- Content of the letter should formal.
- Wording of the letter should be such that it clearly expresses your appeal of requesting leaves.
- Once you are through writing the letter, please recheck the same for amendments, if needed

Sample Leave Letter to Boss

From,

Marc Jackson

Project Manager

UBC Constructions Pvt. Ltd.

Atlanta

Date (Date on which letter is written)

To,

Michael Steven

Senior Project Manager

UBC Constructions Pvt. Ltd.

Sub: Requesting for leave

Dear Mr. Steven,

I, hereby, would like to officially inform you that my wife is not well and doctor has advised her complete bed rest for two weeks. She is suffering from high fever for the past few days and after the medical tests, she was diagnosed with typhoid. My parents live out of town and there is body in our family to take care of her. She truly deserves my support at this point of time.

I need to be with her for two weeks so that I can take her to the hospital for regular check up and help her in recovering from this fever. I have completed all my projects and have submitted the blue print of the same to the contractor. I am also enclosing my wife's report for your reference.

I hope you will understand my situation and grant me leaves for two weeks starting from 1st September to 14th September. I will be joining back on 15th September.

Thanking you,

Yours sincerely'

Marc Jackson

Leave Letter to Boss Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

I am writing this letter to officially inform you that I will not be present in office for _____ days. My _____ is not well and I need to be with _____ to take care and provide timely medications. Doctor has detected _____ and advised _____ to have complete bed rest. I am enclosing letter from the doctor for your reference.

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

Thanking you,

Yours sincerely'

(_____)

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