

LEAVE LETTER WRITING TIPS

Included:

Introduction

Leave Letter Writing Tips

Sample Leave Letter Writing Tips

Leave Letter Writing Tips Template

Introduction

Leave letters are basically written by a student of a school/college or an employee of an organization to officially inform about his absence in the school/college/office. By doing this, they are expressing their generosity towards the concerned person.

Through leave letter, they also specify the reason behind their leaves and appeal for the same from the employer.

Leave Letter Writing Tips

Few tips are considered for writing an effective leave letter:

- First and foremost it is vital to be polite and sincere in writing a leave letter.
- Letter should be brief and to the point.
- You must clearly state the reason behind your leave
- Tone and content of the letter should be formal.
- You must express your thanks in advance to the concerned person.
- Once you are through writing the letter, please recheck the same for amendments.

Sample Leave Letter Writing Tips

From,

James Varghese

Marketing Manager

Creative Events Management

Amsterdam

Date (Date on which letter is written)

To,

Mr. John Samuel

Sr. Personnel Manager

Creative Events Management

Sub: Requesting for leave

Dear Mr. Samuel,

This is to bring to your kind attention that my wife is not well and she is in hospital now. Doctor has detected a cyst in her uterus and she need to undergo a minor surgery. My parents live out of town and there is no body to take care of her at this point of time. Therefore, I would like to take leave from office and take care of my wife pre and post surgery till she recovers back to normal.

She will be undergoing surgery on 23rd September and post that she has been recommended bed rest for two weeks. I hope you can understand my situation and grant me leaves for three weeks from 22nd September onwards. In the meantime, Ms. Lucy will be taking care of my clients and will you updated with the progress.

Please consider this letter as my formal leave application.

Thanking you,

Yours sincerely'

James Varghese

Leave Letter Writing Tips Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

This is to bring to your kind attention that due to some personal reasons, I need to go to my native town to solve the same. I am writing this letter to officially inform you regarding my absence in office. I would like to take leaves for _____ days with effect from _____. I would be resuming my duties on _____ after solving my family issues. I will keep you informed, if I want to extend my leaves.

I hope you will understand my situation and grant me leaves for the above mentioned days.

Thanking you,

Yours sincerely'

(_____)

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