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LEAVE REQUEST LETTER

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Introduction

The objective of writing this letter is to take leave from your daily work for a limited period of time. This is considered to be an official way to inform your organization regarding your absence in office. Through this letter, the exact reason for taking leave is also mentioned.

The leave can be taken due to any reason, it can be a wedding, or a family member not well or any other reason, but it is our responsibility to inform our employer regarding the same.

Leave Request Letter Tips

Following points are considered to be effective for writing a leave request letter:

- Firstly it is essential to mention the exact reason of taking leave in the letter.
- You must also enclosed documents supporting your reason.
- Tone of the letter should be formal
- The wordings of the letter should be such that it should express your appeal in a professional and polite way.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Leave Request Letter

From,

John D Costa

Sales Manager

Unicorp Group

Ohio

Date (Date on which letter is written)

To,

Mr. Joe Williams

Senior Manager

Unicorp Group

Sub: Requesting for leave

Dear Mr. Williams,

As you are aware, I have recently purchased a new flat in Ohio which is closer to my office. I am in the process of finalizing the deal with the broker. For that purpose, I need to take two days leave to do all the formalities at my end. I am planning to shift this month with my family, but before that I need to undergo all the legal formalities.

Thereby, I request you to consider my application and grant me leave for two days. I assure you, I will finish my projects on time once I join back.

Thanking you,

Yours sincerely'

John D Costa

Leave Request Letter 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 emergency cropped up in my family, I need to go to my hometown and solve this issue at the earliest. So, I kindly request you to consider my situation and grant me leave for two weeks.

In my absence, my all responsibilities will be taken care by _____, and I am sure that he can handle the same effectively. I will be resuming my duties on _____.

I look forward to have a positive response from you regarding my leaves.

Thanking you,

Yours sincerely'

(_____)

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