

LONG LEAVE LETTER

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Introduction

The objective of writing a long leave letter is to inform the concerned person about your leaver for a longer period of time. These types of leaves are only taken during emergencies or if someone is planning a long trip on vacations with family. Whatever be the reason, it is the professional responsibility of the employee to inform his employer about his long leave and also specify the period so that the company should look for alternate measures.

Long Leave Letter Tips

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

- First and foremost it is vital to inform the concerned person about your long leave and the reason behind the same.
- Tone and content of the letter should be formal
- Your wordings in the letter should be such that it expresses professionalism in your appeal
- You must inform about your pending and completed job tasks.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Long Leave Letter

From,

Suzanne Hibling

Merchandiser

United Exports

Berlin

Date (Date on which letter is written)

To,

Ms Jennifer Johnson,

Senior HR Manager

United Exports

Sub: Leave application

Dear Ms Johnson,

This is to bring to your kind attention that yesterday while returning from work, I met with an accident and fractured my fingers. Doctor has advised me not to drive till I completely recover. Therefore, I kindly request you to grant me leave for one month.

I had a word with Mr. Jackson and he will be taking care of my shipment orders also in my absence. You can truly rely on him for this. Apart from this, if you still have any queries regarding the shipment, you can call me anytime.

I am enclosing my medical certificates for your reference. I hope you will understand my situation and sanction me leaves from 1st September to 30th September.

Thanking you,

Yours sincerely'

Suzanne Hibling

Long Leave Letter Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____, (sir/ma'am)

I would like to bring to your kind attention that due to _____ (give reason), I would need leaves for one month. My family and I are very worried about the same. My doctor has advised me on bed rest completely. I am enclosing a letter from my doctor for your reference.

In the meantime, my team member _____ (name) would be taking care of my responsibilities. Believe me, he is a reliable person.

I hope you will understand my situation and grant me leaves from _____ to _____ (give dates)

Thanking you,

Yours sincerely'

(_____)

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