

# Letters.org

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## OFFICE LEAVE LETTER

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## Introduction

An office leave letter is written by an employee to ask permission to proceed on leave including annual, casual, maternity leave and so on. Irrespective of the type of leave, the letter should be written in a formal tone and kept short and concise.

The applicant should mention duration of leave required and specify dates of departure and reporting as well.

## Office Leave Letter Tips

Here are some useful tips for writing Office Leave Letter:

- Begin by asking your boss's permission to avail leave.
- Mention type, duration, starting and finishing dates of leave and date of reporting back for work.
- Briefly explain reasons for leave.
- Mention name of colleague to whom you will hand over your work for the said period.
- End by requesting for sanction of leave.

## Sample Office Leave Letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: permission to avail leave

Dear Mr. Edward,

I am writing this letter to ask your permission to avail annual leave for fifteen days from 15May to 30May2013 due to urgent family commitment. I will report back for work on 31May2013.

As I had mentioned earlier, my father is staying alone at Michigan and has been detected with cancer. He has to be hospitalized for the second session of chemotherapy on 17May2013. I would like to be by his side at this juncture since I am his only child.

I will hand over my duties and responsibilities to my colleague and team-mate, Martin and brief him about the works in hand.

I will be obliged if you approve my leave and get in touch in case I require any further extension of leave. I will leave my contact details with your office in case of any queries.

Thanking You,

Yours Sincerely,

Hillary Davidson

## Office Leave Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: permission to avail leave

Dear Mr. \_\_\_\_\_ (boss's name)

I am writing this letter to ask your permission to avail annual leave for .... Days (mention duration) from .... to ....(mention dates) due to ...(state reasons in brief). I will report back for work on ....(mention date of joining back).

I will hand over my duties and responsibilities to my colleague and team-mate, ...(mention colleague's name) and brief him about the works in hand.

I will be obliged if you approve my leave and get in touch in case I require any further extension of leave. I will leave my contact details with your office in case of any queries.

Thanking You,

Yours Sincerely,

\_\_\_\_\_ (your name)

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