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**Introduction**

An annual leave letter is written by an employee seeking permission to proceed on a long leave. This leave is mostly planned in advance except in case of emergencies. The applicant should mention duration of leave required and also specify dates of start and finish of leave and date of resuming work. The duration of annual leave authorized for employees can vary from one organization to another.

**Sample Annual Leave Letter Tips**

Here are some useful tips for writing Annual Leave Letter:

* Begin letter by requesting for annual leave and specify the duration and dates of leave planned.
* Briefly explain reasons for taking annual leave if possible.
* Mention colleague’s name to whom you will hand over your work for leave period.
* Furnish contact details and end by requesting for leave again.

Sample Annual Leave Letter

From,

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

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

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

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

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

To,

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

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

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

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

Subject: Permission for annual leave

Dear Sir,

I am writing this letter to request you to kindly grant me annual leave for three weeks commencing from 20September2013 to October2013 as permissible by our company rules since I have not availed annual leave in this year.

I have to supervise the final stages of construction of my house personally since the contractor who was in charge of this project has backed out due to personal commitments. I have to employ a suitable replacement to ensure that the construction which has reached this far gets completed in time.

I will hand over my work to my team-mate, Justin who is working along with me in the current assignment. He can also give clarifications on my earlier tasks if required.

I will report for work on 12October2013. I will be accessible over phone on 48339727889 or at my e-mail john@wats.in. I request you to approve my annual leave at the earliest and oblige.

Thanking you,

Yours sincerely,

John.

# Sample Annual Leave Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

#

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

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

#

# Subject: Permission for annual leave

# Dear Sir,

# I am writing this letter to request you to kindly grant me annual leave for ….(mention duration) commencing from ….(mention dates) as permissible by our company rules since I have not availed annual leave this year.

# …(mention reason for availing annual leave).

#

# I will hand over my work to my team-mate, ….(mention colleague’s name) .

# I will report for work on …(mention date). I will be accessible over phone on ……(mention telephone number) or at my e-mail ……(mention e-mail address). I request you to approve my annual leave at the earliest and oblige.

# Thanking you,

# Yours Sincerely,

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

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