

Annual Leave Application Letter

Dear [Manager's Name],

I am writing to request [number of days] days of annual leave starting from [start date] to [end date].

I have completed my work assignments and made arrangements for my colleagues to cover my responsibilities during my absence.

I have been working diligently for the past [number of months/years] and feel that it is time for me to take a break to recharge and rejuvenate. I believe that taking this annual leave will enable me to come back to work refreshed and with renewed vigor, which will enable me to be more productive and efficient.

I have attached a leave request form with this letter, which outlines the dates of my requested leave and the reasons for my absence. Please let me know if there is any additional information that you require.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]