

# Annual Leave Request Letter

[Your Name]

[Your Title/Position]

[Your Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Supervisor's Title/Position]

[Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to formally request annual leave from [start date] to [end date], totaling [number of days] days, as I would like to take some time off to [brief reason for leave, e.g., rest and recharge/spend time with family/attend a personal event].

During my absence, I will ensure that all my responsibilities are properly handed over to [colleague's name or team] to ensure a seamless continuation of work. I will also make myself available for any necessary communication or assistance during this period.

I understand the importance of proper planning and ensuring that my absence does not disrupt the workflow of the team. I have already reviewed my upcoming projects and deadlines, and I am confident that my absence will not hinder the team's progress.

I kindly request your approval for this annual leave request. I assure you that I will complete any pending tasks and ensure a smooth transition before my departure.

Thank you for considering my request. I am looking forward to your positive response. Please feel free to contact me if you require any further information or if there are any specific procedures I need to follow in order to secure the approval.

Sincerely,

[Your Name]

[Your Signature (if submitting a physical copy)]

[Date]

[Enclosure: If there are any supporting documents or forms required for the leave request, mention them here, e.g., Leave Request Form, Doctor's Note, etc.]

[CC: [Human Resources Department/Colleague's Name (if applicable)] - Optional, if you want to copy anyone else on the email or letter]