

Formal Annual Leave Request Letter

Subject: Annual Leave Request

Dear [Manager's Name],

I am writing to formally request annual leave from [start date] to [end date] due to personal reasons.

I have ensured that my current projects are on schedule and have delegated necessary responsibilities to [colleague's name].

I would appreciate your approval for this leave period and will ensure a smooth handover before my departure.

Thank you for your consideration.

Sincerely,

[Your Name]

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