

# Casual Leave Letter

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to inform you that I would like to request a casual leave from [start date] to [end date]. The purpose of this leave is [provide a brief explanation of the reason for the leave, such as personal commitments, family matters, or any other relevant reason].

During my absence, I have made sure to delegate my tasks and responsibilities to [name of colleague or team member] to ensure that the workflow remains uninterrupted. I have also informed my immediate supervisor, [supervisor's name], about my planned leave and have received their approval.

I understand the importance of my presence at work and the impact my absence may have on the team. However, I have taken all necessary measures to minimize any inconvenience and ensure a smooth transition during my absence.

I kindly request you to grant me [number of days] days of casual leave starting from [start date] to [end date]. I assure you that I will complete any pending tasks before my departure and will ensure that there is no disruption to any ongoing projects.

Please let me know if there are any specific procedures or forms that need to be filled out to formalize this leave request. I will be more than happy to provide any additional information or documentation required.

Thank you for considering my request. I appreciate your understanding and support in this matter. I will make myself available for any urgent matters that may arise during my absence.

I look forward to returning to work on [return date] and continuing my contributions to the team.

Thank you once again for your attention to this matter.

Yours sincerely,

[Your Name]