

# Christmas Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally request Christmas leave from [Start Date] to [End Date]. I believe that taking this time off will enable me to spend quality moments with my family, rejuvenate, and return to work with renewed energy and enthusiasm.

During my absence, I will ensure that all my pending tasks and responsibilities are properly handed over to [Colleague's Name] or any other designated colleague. I will also provide detailed instructions and necessary information to ensure a smooth continuation of projects and tasks in my absence. I am committed to making this transition as seamless as possible and to ensuring that there is no disruption to the workflow of our team.

I understand the importance of maintaining operations and meeting deadlines, and I assure you that I will do everything in my power to mitigate any potential impact of my absence. If any urgent matters arise during my leave, I will be reachable via email or phone to provide guidance or make decisions as necessary.

I kindly request your approval for this Christmas leave and would appreciate your prompt response

so that I can make any necessary arrangements. Your understanding and consideration in this matter are highly appreciated.

Thank you for your time and attention to this request. I look forward to your positive response.

Warm regards,

[Your Full Name]

[Your Employee ID, if applicable]

[Your Department]

[Your Signature (if submitting a physical copy)]

Enclosure: [If applicable, list any documents or information enclosed with the letter]

CC: [List of colleagues or departments to whom you are copying the letter, if applicable]