

Professional Christmas Leave Request

Subject: Christmas Leave Request

Dear [Manager's Name],

I am writing to formally request time off for the Christmas holiday period from [start date] to [end date]. This leave will allow me to spend quality time with my family and observe important holiday traditions.

I have ensured that all critical projects will be completed before my departure, and I have coordinated with [colleague's name] to handle any urgent matters that may arise during my absence. All clients have been notified of my temporary unavailability.

I understand the importance of maintaining operations during the holiday season and am committed to ensuring a smooth transition. I will be available via email for any critical issues and will provide detailed handover notes for all ongoing projects.

Thank you for considering my request. I look forward to returning refreshed and ready to contribute to our team's continued success.

Best regards,

[Your Name]

[Your Position]

[Date]

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