

Short Notice Christmas Leave Request

Subject: Christmas Leave Request - Short Notice

Hi [Manager's Name],

I realize this is very short notice, but I need to request time off for Christmas from [date] to [date]. An unexpected opportunity has arisen for me to join my family for the holidays, and I would hate to miss this chance.

I know the timing isn't ideal, and I take full responsibility for not planning this earlier. I'm committed to doing whatever it takes to minimize any disruption:

I can work late this week to finish pending tasks, arrange coverage with team members, and be available by phone if anything urgent comes up. I understand if this creates challenges, and I'm open to discussing alternatives if this timing doesn't work.

I really appreciate your understanding and flexibility. Please let me know if we can make this work.

Thanks,

[Your Name]

[Date]

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