

Christmas Leave for New Parent

Subject: Christmas Holiday Leave Request - New Family Traditions

Dear [Supervisor's Name],

As we approach the Christmas season, I wanted to formally request time off from [start date] to [end date] to celebrate our baby's first Christmas with extended family.

This will be our child's first Christmas, and we're eager to establish new family traditions while introducing our little one to relatives who haven't yet had the chance to meet them. The holiday season holds special significance for us this year as we navigate this new chapter of our lives.

I have coordinated with [colleague's name] to ensure coverage of my responsibilities, and all time-sensitive projects will be completed before my departure. I've also prepared detailed notes for any ongoing matters that may require attention.

I understand the importance of staffing during the holiday period and am happy to discuss the timing if adjustments are needed. Thank you for your consideration and for supporting new parents in creating meaningful family memories.

Best wishes,

[Your Name]

[Position]

[Date]

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