

Unpaid Christmas Leave Request

Subject: Request for Unpaid Christmas Leave

Dear [HR Manager/Supervisor's Name],

I am writing to request unpaid leave during the Christmas period from [start date] to [end date]. I understand that I have exhausted my paid time off allocation for the year, but this time off is important for personal and family reasons.

I am fully prepared to take this leave without compensation and understand the financial implications of this decision. The time off will allow me to [brief explanation of reason - family obligations, personal matters, etc.].

I want to ensure this request doesn't create difficulties for our team:

- All current projects will be completed or properly transitioned
- I have discussed coverage arrangements with [colleague names]
- I will provide comprehensive handover documentation
- I am available for brief consultations via phone if absolutely necessary

I hope this unpaid leave option is available and appreciate your consideration of this request. Please let me know what documentation or procedures are required to formalize this arrangement.

Thank you for your understanding.

Sincerely,

[Your Name]

[Employee ID]

[Date]

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