

Engagement Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally request an engagement leave from [start date] to [end date]. I am excited to share that I have recently become engaged to my partner, and we are in the process of planning our wedding.

I understand the importance of maintaining a balanced work-life relationship, and I assure you that I have taken all necessary steps to ensure that my responsibilities at [Company Name] will not be compromised during my absence. I have already discussed this matter with my team members and have made arrangements to delegate my tasks and responsibilities during the period of my engagement leave.

I believe that taking this time off to focus on my personal life will not only allow me to fully participate in the joyous occasion of my engagement but also return to work with renewed energy and commitment. I value my role at [Company Name] and will ensure that my absence does not hinder the workflow or cause any inconvenience to the team.

I kindly request your approval for this engagement leave and assure you that I will be reachable in

case of any urgent matters that require my attention during my absence. I will also ensure a smooth handover process before I leave and will be available to provide any necessary guidance to my colleagues.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if there are any formal procedures or documentation requirements I need to fulfill for this leave request. I will be happy to comply with any necessary steps.

I look forward to returning to work after my engagement leave and continuing to contribute to the success of [Company Name]. Once again, thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Employee ID]

[Your Signature (if submitting a physical letter)]