

Formal engagement leave request template

Subject: Request for Engagement Leave

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request time off to celebrate my engagement and handle the associated preparations.

I would like to request [number of days] days of leave from [start date] to [end date]. This time will allow me to properly organize engagement ceremonies, meet with both families, and complete necessary arrangements for this important milestone in my life.

I understand the importance of my responsibilities and have made arrangements to ensure all urgent tasks are completed before my departure. I have also coordinated with [colleague's name] to handle any immediate matters that may arise during my absence.

I am committed to ensuring a smooth transition and will provide detailed handover notes for all ongoing projects. Upon my return, I will be fully available to catch up on any developments and resume my duties with renewed energy.

Thank you for considering my request. I look forward to your positive response and am happy to discuss any concerns you may have.

Sincerely,

[Your Name]

[Your Position]

[Date]

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