

Personal engagement leave message for close-knit workplace

Subject: Engagement Leave Request - A Personal Milestone

Dear Team,

I hope everyone is doing well. I'm reaching out to share some wonderful personal news and request your support during this special time in my life.

I recently got engaged and would love to take some time off to celebrate this milestone with my family and fianc 's family. The engagement ceremony and related traditions are incredibly important to both our families, and I want to be fully present for these moments.

I'm requesting leave from [start date] to [end date] - about [number] days total. I know this might create some scheduling challenges, and I'm truly grateful for your understanding and flexibility during this time.

I've been working on getting everything organized before I leave. [Colleague's name] has kindly agreed to cover my immediate responsibilities, and I'll make sure all my current projects are either completed or properly handed over with clear instructions.

This is such a meaningful time for me, and having your support means the world. I promise to come back refreshed and ready to dive back into work with full enthusiasm.

Thank you so much for being such an understanding and supportive team.

With gratitude,

[Your Name]

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