

Extended leave request for cultural engagement ceremonies

Subject: Request for Extended Engagement Leave - Cultural Ceremonies

Dear [HR Manager/Supervisor],

I am writing to formally request an extended period of leave to participate in traditional engagement ceremonies that are an integral part of my cultural heritage.

Our family's customs require multiple ceremonies and celebrations spanning [number] weeks, from [start date] to [end date]. These include [brief mention of ceremonies, e.g., formal engagement ceremony, blessing ceremonies, family meetings, etc.]. As these traditions hold deep significance in our culture and family, my presence is essential throughout this period.

I understand that this is a substantial amount of time away from work, and I am prepared to discuss various options to accommodate this request, including:

- Using accumulated vacation days and personal leave
- Taking unpaid leave for a portion of the time
- Working remotely during less intensive ceremony days, if possible
- Extending my overall leave duration to balance work needs

I am committed to ensuring minimal disruption to our team's operations. I have already begun preparing comprehensive project documentation and will work closely with my colleagues to delegate responsibilities appropriately.

This is a once-in-a-lifetime cultural obligation that I hope you can support. I am happy to discuss this request further and work together to find the best solution for everyone involved.

Thank you for your consideration and understanding.

Respectfully,

[Your Name]

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