

Official engagement leave request to HR

Subject: Official Leave Request - Personal Engagement

Dear Human Resources Team,

I am submitting this formal request for personal leave in connection with my engagement celebration and associated activities.

Employee Details:

- Name: [Your Full Name]
- Employee ID: [ID Number]
- Department: [Department Name]
- Position: [Job Title]

Leave Details:

- Type of Leave: Personal/Engagement Leave
- Start Date: [Date]
- End Date: [Date]
- Total Days Requested: [Number]
- Leave Category: [Vacation/Personal/Unpaid as applicable]

I have reviewed my current leave balance and confirmed that I have sufficient accrued days for this request. If additional unpaid leave is required, I am prepared to discuss those arrangements.

My direct supervisor, [Supervisor's Name], has been informed of this request and is working with me on coverage arrangements. I will ensure all my current responsibilities are properly delegated or completed before my departure date.

Please let me know if you require any additional documentation or if there are specific procedures I need to follow for this type of leave request.

Thank you for processing this request promptly.

Best regards,

[Your Name]

[Contact Information]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/engagement-leave-letter>