

Quick and straightforward engagement leave message

Subject: Engagement Leave Request

Hi [Manager's Name],

I wanted to let you know that I'll need some time off for my engagement celebration. I'm requesting leave from [start date] to [end date] - that's [number] days total.

I've already started organizing my workload to make sure everything important is covered.

[Colleague's name] will handle my urgent items, and I'll have everything documented before I leave.

I know the timing might not be perfect, but this is really important to me and my family. I'll make sure to wrap up all my current projects and will be fully available when I return.

Thanks for understanding!

[Your Name]

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