

Flexible engagement leave request with remote work options

Subject: Engagement Leave Request - Flexible Arrangements

Dear [Manager's Name],

I am writing to request leave for my upcoming engagement celebrations while proposing some flexible arrangements that could help minimize impact on our team's operations.

I would like to request leave from [start date] to [end date]. However, I understand we have some critical projects during this period, so I'd like to propose a hybrid approach:

- Full leave days: [specific dates] for the main ceremony and immediate family events
- Remote work days: [specific dates] when I could handle emails and urgent matters from a distance
- Half days: [specific dates] for smaller ceremonies or preparation activities

This arrangement would allow me to fulfill my family obligations while maintaining some level of work continuity. I'm confident I can manage essential tasks remotely on the designated days, though I would need to limit my availability to specific hours.

I've discussed this with [relevant colleagues] and they're supportive of providing backup during the full leave days. I'll prepare detailed guidelines for any remote work days to ensure clear expectations.

I believe this balanced approach demonstrates my commitment to both my personal milestone and our team's success. I'm open to adjusting these arrangements based on business priorities.

Thank you for considering this request.

Best regards,

[Your Name]

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