

Heartfelt Leave Letter for Family Occasion

Subject: Request for Leave to Attend Family Celebration

Dear [Manager's Name],

I am writing to request leave from [start date] to [end date] to attend a special family celebration.

This occasion holds great emotional significance for me, and I hope for your kind understanding and approval.

I have completed all my critical tasks and briefed my team for any ongoing responsibilities.

Thank you sincerely for your support.

Warm regards,

[Your Name]

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