

Festival Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Employer's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Festival Leave Request

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request a leave of absence from work to celebrate an important festival with my family and loved ones. The festival, [name of the festival], holds great significance in our cultural and religious traditions, and it is essential for me to be present with my family during this time.

I would like to request a leave starting from [start date] to [end date], for a total of [number of days] days. During my absence, I assure you that I will do my best to ensure that all my pending tasks and responsibilities are delegated appropriately, and that there is no disruption to the workflow of the team or the organization.

I understand the importance of maintaining the smooth functioning of the company, and I am more than willing to make any necessary arrangements to ensure that my work responsibilities are well taken care of during my absence. I will be available to assist my colleagues in completing any ongoing projects or to provide guidance on any issues that may arise during my leave period.

I have already informed my immediate supervisor about this request, and they are aware of my

plans for this leave. I believe that my absence will not cause any major inconvenience to the team or the company.

I kindly request your understanding and approval for this festival leave. I have attached the details of the festival and its significance as well, for your reference.

Thank you for considering my request. I am grateful for the opportunities provided by the company, and I assure you of my continued dedication to my work upon my return.

Please feel free to contact me if you need any further information or if there is anything else I can do to facilitate this process.

Looking forward to your favorable response.

Sincerely,

[Your Name]