

Religious Festival Leave Request

Subject: Leave Request for [Festival Name] - [Your Name]

Dear [Manager/Supervisor Name],

I am writing to formally request leave from work to observe [Festival Name], which is a significant religious celebration in my faith. This festival holds deep spiritual importance and requires my participation in traditional ceremonies and family gatherings.

I would like to request leave from [Start Date] to [End Date], which covers the main celebration period. I understand this is [number] working days, and I am prepared to use my annual leave allocation for this purpose.

To ensure minimal disruption to our team's workflow, I have already begun coordinating with my colleagues to cover any urgent matters during my absence. I will complete all pending assignments before my leave and provide detailed handover notes for ongoing projects.

I would be happy to discuss this request further and work together to ensure all responsibilities are properly managed during my absence. Thank you for your understanding and consideration of my religious observances.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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