

Official Leave Application Form

Subject: Formal Application for Festival Leave - Employee ID: [Your ID]

To: Human Resources Department

CC: [Direct Manager Name]

Dear HR Team,

I hereby submit my formal application for festival leave to observe [Festival Name] from [Start Date] to [End Date] ([Number] working days total).

Employee Details:

- Name: [Full Name]
- Department: [Department Name]
- Position: [Job Title]
- Employee ID: [ID Number]

Festival Details:

[Festival Name] is a [cultural/religious] celebration that requires family participation and traditional observances. This festival occurs annually on [dates] and holds significant importance in [culture/religion].

Leave Coverage:

I have coordinated with [Colleague Name(s)] to ensure all critical responsibilities are covered. All current projects will be brought to a suitable pause point, and detailed handover documentation will be provided.

I have [X] days of annual leave remaining in my balance, which will cover this request. I am prepared to take unpaid leave if my balance is insufficient.

Please approve this application and advise of any additional documentation required.

Respectfully,

[Your Full Name]

[Date of Application]

[Signature]

Get more templates here: <https://www.lettersandtemplates.com/letters/festival-leave-letter>