Leadership Festival Leave Request

Subject: Festival Leave Request - Team Leadership Coverage Plan

Dear [Senior Manager Name],

I am requesting festival leave from [Start Date] to [End Date] to observe [Festival Name] with my family. As team leader, I want to ensure comprehensive coverage during my absence.

Leadership Coverage Plan:

- [Deputy Name] will serve as acting team lead with full authority
- All team members have been briefed on the temporary reporting structure
- Emergency escalation procedures have been updated and distributed
- Key client contacts have been informed of the temporary arrangement

Project Status:

- [Project A]: On schedule, next milestone after my return
- [Project B]: [Colleague Name] taking lead, well-prepared
- [Project C]: Completed ahead of schedule specifically for this leave

Team Preparedness:

I've conducted additional team meetings to ensure everyone is confident in their responsibilities. The team has my complete trust to maintain our high standards during this period.

This festival represents an important cultural and family obligation that requires my full presence. I've planned meticulously to ensure no disruption to our operations or client relationships.

I'm confident in the team's capabilities and the coverage arrangements. Please approve this leave request, and I'm available for any final coordination discussions.

Best regards,

[Your Name]

[Team Lead Position]

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