

Heartfelt Holiday Leave Letter

Subject: Request for Leave

Dear [Manager's Name],

I am writing to request leave from [Start Date] to [End Date] to spend time with my family, whom I haven't seen for a long time.

I understand the workload and have coordinated with my team to ensure all responsibilities are covered during my absence. Your kind approval would mean a lot to me.

Thank you for considering my request.

Warm regards,

[Your Name]

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