

Formal Holiday Leave Letter

Subject: Request for Holiday Leave

Dear [Manager's Name],

I am writing to formally request leave from [Start Date] to [End Date] for personal holiday purposes.

I have ensured that my current projects are on track, and I will make arrangements to hand over any pending tasks to [Colleague Name].

I kindly request your approval for this leave period and appreciate your consideration.

Sincerely,

[Your Name]

[Designation]

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