

Formal holiday request letter

Subject: Request for Annual Leave

Dear [Manager's Name],

I am writing to formally request leave from work for the period [Start Date] to [End Date]. The reason for my request is [brief explanation, e.g., family travel, personal matters, medical rest].

I have ensured that all my current tasks will be completed or handed over to [colleague's name] prior to my leave. Please let me know if additional arrangements are required to ensure a smooth workflow during my absence.

I kindly request your approval for this holiday leave. Thank you for considering my request.

Sincerely,

[Your Name]

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