

Official holiday leave request letter

Subject: Holiday Leave Request

Dear [HR Manager/Manager's Name],

As per company leave policy, I would like to formally request holiday leave for the period of [Start Date] to [End Date]. This leave has been planned in advance to ensure minimal disruption to work schedules.

I will prepare a handover document and brief [colleague's name] to ensure business continuity. Kindly confirm the approval of this leave so I can finalize my travel plans.

Thank you for your consideration.

Respectfully,

[Your Name]

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