

Leave Application Letter

Dear [Supervisor's Name],

I am writing to request a leave of absence from [start date] to [end date] due to [reason for leave]. I have made arrangements with [colleague's name] to handle my responsibilities while I am away to ensure a smooth transition.

I will be sure to complete all pending tasks and bring my work up to date before my leave begins. I will also ensure that all relevant documents and materials are available to [colleague's name] before I go on leave.

Please let me know if any additional arrangements need to be made before I go on leave. I have attached a copy of my travel itinerary for your reference.

Thank you for considering my request for leave. I appreciate your understanding and support.

Sincerely,

[Your Name]