

Formal leave encashment request

Dear [HR Manager Name],

I hope this message finds you well. I am writing to formally request the encashment of my accumulated leave balance as per the company policy.

Please find my leave records attached for your reference. I would appreciate it if the necessary actions could be taken at the earliest convenience and the encashed amount credited to my account.

Thank you for your consideration.

Sincerely,

[Your Name]

[Employee ID]

[Department]

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