

Informal leave message for small workplace

Subject: Taking a few days off for cousin's wedding

Hey [Manager's Name],

Hope you're having a good day! I wanted to let you know that I need to take some time off next week for my cousin's wedding.

The big day is [Date], but you know how family weddings go - there's always stuff happening before and after. I'm thinking I'll need [Start Date] through [End Date] off, which is about [Number] days.

I've got most of my stuff wrapped up, and [Colleague's Name] said they can keep an eye on anything urgent. Plus, I'll have my phone with me if something really important comes up.

I know weddings can be a bit much, but this cousin is more like a sister to me, so I really can't miss it. The whole family would never forgive me!

Let me know if this works with the schedule. I promise to bring back some wedding cake for everyone!

Thanks,

[Your Name]

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