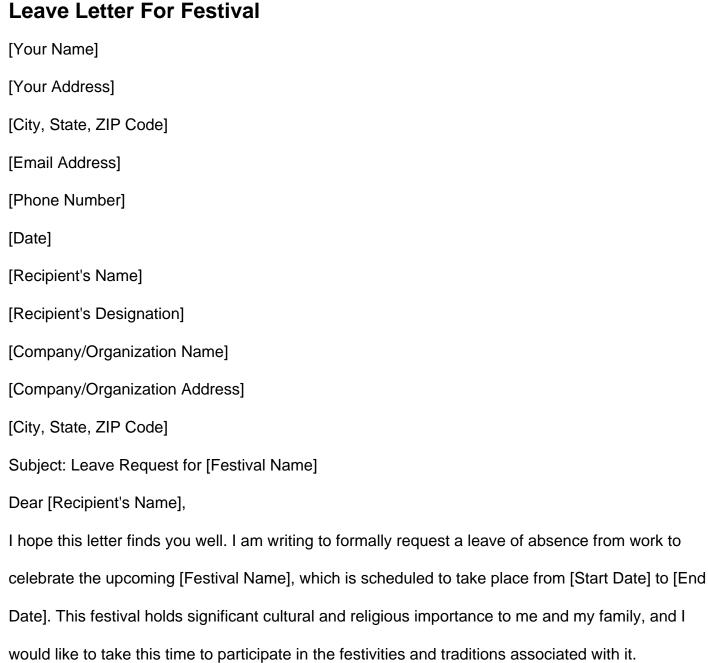
during my absence, including:



1. Completing or handing off ongoing projects to [Colleague's Name] and providing them with detailed instructions on how to proceed in my absence.

I understand the importance of maintaining work responsibilities and ensuring minimal disruption to

the team's operations. To this end, I have taken the necessary steps to ensure a smooth transition

- 2. Informing key clients or stakeholders about my temporary absence and providing them with an alternative point of contact during this period.
- 3. Setting up an out-of-office notification on my email and phone to redirect inquiries to the

appropriate colleague.

I am committed to ensuring that my absence does not hinder the team's progress, and I will make myself available for any urgent matters that may arise during this time.

I kindly request your understanding and approval for this leave of absence so that I can fully participate in the [Festival Name] celebrations and return to work recharged and ready to contribute effectively. I assure you that I will diligently adhere to any work-related commitments before and after the festival.

Thank you for considering my request. I appreciate your support in this matter. Please feel free to contact me if you have any questions or require further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Enclosure: If applicable, you can include any supporting documents such as festival event details or travel arrangements.]

[CC: [Supervisor's Name]: If you wish to copy your supervisor for awareness.]