

Formal Leave Letter for Marriage

Subject: Request for Leave on Marriage

Dear [Manager/Supervisor Name],

I am writing to formally request leave from [Start Date] to [End Date] as I will be getting married during this period. I have ensured that all my ongoing tasks are either completed or delegated to my colleagues.

Kindly approve my leave and let me know if any further information is required.

Thank you for your understanding.

Sincerely,

[Your Name]

[Department/Position]

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