

Heartfelt Leave Letter for Marriage

Subject: Request for Leave “ Marriage

Dear [Manager Name],

I am thrilled to share that I will be getting married on [Date]. I would like to request leave starting from [Start Date] to [End Date] to manage preparations and celebrate this special occasion with my family and friends.

I sincerely request your kind approval for this leave and will ensure all work responsibilities are managed prior to my absence.

Thank you for your support.

Warm regards,

[Your Name]

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