

Preliminary Leave Letter for Marriage

Subject: Advance Notice of Marriage Leave

Dear [Manager Name],

I am writing to inform you in advance about my upcoming marriage and to request leave from [Start Date] to [End Date]. This will allow adequate time for planning and delegating tasks.

I will ensure smooth workflow during my absence and will be reachable in case of urgent matters.

Thank you for your understanding.

Sincerely,

[Your Name]

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