Casual Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to request a casual leave from [start date] to [end date]. The reason for my leave is [briefly explain the reason - e.g., personal matters, family event, etc.].

I have made arrangements to ensure that my responsibilities are covered during my absence. I believe this leave will not significantly disrupt the workflow, and I will make sure to complete any pending tasks before my departure.

I understand the importance of maintaining a smooth workflow and will ensure a seamless transition during my absence. I will be reachable by email in case of any urgent matters that require my attention.

Thank you for considering my request. I assure you that I will return to work promptly on [return date] and will ensure a smooth handover of any tasks if necessary.

Sincerely,

[Your Name]