

Formal Annual Leave Request Letter

Dear [Manager Name],

I am writing to formally request annual leave from [Start Date] to [End Date] due to personal reasons. I have ensured that all my ongoing tasks are either completed or delegated to colleagues to ensure minimal disruption.

I would appreciate your approval for this leave and am happy to discuss any adjustments required to accommodate team schedules.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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