

Leave Requisition Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit a leave requisition for your consideration. I am an employee at [Company Name], and I would like to request a leave of absence from work for the period of [start date] to [end date]. The reason for my leave is [briefly explain the reason for your leave, such as personal reasons, medical issues, family matters, etc.].

During my absence, I will ensure that all pending work is completed, and I am willing to delegate my responsibilities to a colleague if necessary. I understand the importance of maintaining productivity and efficiency in the workplace, and I will make every effort to minimize any disruptions caused by my absence.

I have discussed my leave plan with my immediate supervisor, and they are aware of my intention to take time off during the specified dates. I will be more than happy to assist in any necessary handover procedures before my departure.

If my leave request is approved, I intend to return to work on [return date]. However, I will be reachable by email or phone during my leave, should any urgent matters arise that require my

attention.

Please find attached any necessary forms or documentation required to process this leave request.

If there are any additional steps or information needed from me, kindly let me know at your earliest convenience.

Thank you for considering my leave request. I am committed to ensuring a smooth transition during my absence and look forward to returning to work and resuming my responsibilities as soon as possible.

Sincerely,

[Your Name]