

Formal Work Leave Permission

Subject: Request for Leave Permission

Dear [Manager's Name],

I am writing to formally request permission for leave from [start date] to [end date] due to personal commitments. I have ensured that all my tasks are up-to-date and have delegated responsibilities to colleagues to manage any urgent matters during my absence.

I kindly request your approval for this leave and would be grateful for a confirmation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

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