

Employee Annual Leave Request

Subject: Annual Leave Request - [Dates]

Dear [Manager's Name],

I am writing to formally request annual leave from [Start Date] to [End Date], totaling [X] working days.

The reason for my leave request is [brief explanation if desired, e.g., "to spend time with family," "for personal matters," or "to take a planned vacation"]. I have reviewed my current workload and have made arrangements to ensure continuity during my absence.

Before my leave, I will:

- Complete all urgent tasks and deliverables
- Brief [Colleague's Name] on ongoing projects
- Ensure all files and documents are accessible
- Set up an out-of-office response with emergency contact information

My current leave balance is [X] days, and this request will leave me with [X] remaining days for the year. I will be available via email for any urgent matters that may arise during my absence, though I will have limited connectivity.

Please let me know if you require any additional information or if there are any concerns regarding these dates. I am happy to discuss alternative dates if necessary.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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