

Office Leave Application Template

Date: [Insert Date]

To,

[Manager's Name]

[Designation]

[Company Name]

[Company Address]

Subject: Leave Application for [Leave Type: e.g., Casual Leave, Sick Leave, Vacation Leave]

Dear [Manager's Name],

I am writing to formally request leave for the period from [Start Date] to [End Date] due to [briefly state reason, e.g., personal reasons, medical issues, vacation, family event]. During this time, I will ensure that all my current tasks are either completed or appropriately delegated to [Colleague's Name] to avoid disruption.

Please let me know if you require any additional information or documentation. I appreciate your understanding and consideration of my request.

Thank you.

Yours sincerely,

[Your Full Name]

[Job Title]

[Department]

[Contact Information]



Instructions for use:

- **Replace the placeholders in brackets with your personal and leave details.**
- **Attach supporting documents if required (medical certificates, travel tickets).**
- **Apply well in advance, following your organization's policies.**

