

Date: [DD Month YYYY]

[Manager Name]

[Designation]

[Company / School Name]

Subject: Application for [Casual / Sick / Annual] Leave

Dear [Manager Name / Sir / Madam],

I would like to request [number] days of [casual / sick / annual] leave from [Start Date] to [End Date], because [brief reason, e.g. a family wedding / a medical appointment / personal matters].

I have completed or handed over my urgent work to [Colleague Name], who has agreed to cover [tasks] while I am away. I will be reachable on [phone number] for anything urgent.

I will resume work on [Return Date]. I would be grateful if you could approve my leave.

Thank you.

Yours sincerely,

[Your Name]

[Designation], [Department]

[Employee ID]