

Leave Application Format

[Your Name]

[Your Position]

[Your Department]

[Company/Organization Name]

[Date]

Subject: Application for Leave

Dear [Recipient's Name],

I am writing to inform you that I need to take [number of days] days of leave from [start date] to [end date] due to [reason for leave, e.g., personal reasons, medical issues, family emergency, etc.].

During my absence, I will ensure that all my ongoing tasks are completed or handed over to a colleague. I have briefed [colleague's name] about my current assignments and have provided all necessary instructions to ensure a smooth workflow in my absence.

I kindly request you to approve my leave for the mentioned period. I will be available on phone and email if there is an urgent need for my assistance.

Thank you for considering my request. I look forward to your approval.

Yours sincerely,

[Your Name]

[Your Contact Information]