
Annual Leave Request Letter

[Your Name]
[Your Job Title]
[Your Company Name]
[Address]
[City, State, ZIP Code]
[Date]

To:

[Manager's Name]
[Manager's Job Title]
[Company Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Annual Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to request annual leave from [start date] to [end date] for [reason, if applicable, e.g., personal reasons, family commitments, etc.].

I have ensured that my current tasks are on track and will work on delegating or completing them before my leave begins. I am happy to provide any assistance to ensure a smooth transition.

Please let me know if this period is convenient or if adjustments are needed. Thank you for considering my request.

Sincerely,

[Your Full Name]