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| Company Name |
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# Leave Request

To: Recipient Name

From: Your Name

**SUBJECT:** Leave Application

I am writing to request a leave of an absence from the office from May 12 to June 3, 2018.

I am working with your organization for the last three years and in this time, span I had never taken an off from my work. I know that it’s the policy of a company that we can take a formal leave of only two weeks in one go.

I request you to give me an approval for this. As doing this favor can help me to give some precious time to my family that is being ignored lately.

All my tasks are up to date. Mr. John would work as a temporary replacement for me if needed as I have guided and trained him. I would also be available for any assistance if required, while I am not here.

Please consider my request. I look forward to your response. Kindly let me know if you need any other information.

Sincerely,

ABC

Email. abcd@gmail.com