Your Name

Date

Recipient Name

Title

School Name

Street Address

City, ST ZIP Code

Dear: Recipient Name

I hope this letter finds you in the best of your health.

Being a teacher is a wonderful feeling but at the same time, it can be a stressful job as well. Searching new methods of teaching and making learning a more playful experience is not easy. We all need some time off from work. This not only makes us better at innovation, but it also makes us research more attractive strategies.

I have been planning this leave for a month. And I have been in conversation about this with the head of the department. I have been holding on to this plan since last two months. Schedules and deadlines were more pressing at that time. But now there is nothing left pending. I have handed over my work to Ms. Larry. I have explained her everything well. I am sure she will be able to takeover things gracefully. I will touch base with her regularly over phone calls and emails.

It would be great if you could grant me permission for my casual leave. I am sure I will come back with all my energy and enthusiasm.

I can be reached by email and calls at any time.

Sincerely,

Your Name