04-01-2020  
Steve Hawkins  
Manchester Main Office  
8990 Main Street  
Manchester, Valley Stream 89990

Dear Mr. Hawkins,  
I would like to request you for a formal leave of absence that will comprise of 15 days from 12-02-2020 to 25-02-2020 and I will return to my work on 26-02-2020. As I had discussed with you earlier that I am going to tie the knot at the start of next month, so, this email is basically a reminder to you about my leave from the office. It's a lifetime moment of every person and they want to make it memorable with some good moments, so I also want to make it a memorable event for me by taking her along with me on Asia tour after marriage.

I would also remain available during this time if you want any assistance from me. You can contact me through emails, and I would answer all your queries. If my application gets approved by you, I would like to assist you to tackle my workload during my absence. I am already very pleased about the facilities that you have given to me from my day first in this office till now.

Thank you so much for giving a kind consideration to my request. I hope you will respond to my request to leave positively.

Regards,

Thomas Hamilton