

Formal Leave Letter for Festival

Subject: Request for Leave During [Festival Name]

Dear [Manager's Name],

I am writing to formally request leave from [Start Date] to [End Date] to celebrate [Festival Name] with my family. I have ensured that my current tasks and responsibilities are up to date and have delegated any urgent matters to [Colleague's Name].

I kindly request your approval for this leave and will ensure a smooth handover before my absence.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

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