

Heartfelt Leave Letter for Festival

Subject: Request for Leave to Celebrate [Festival Name]

Dear [Manager's Name],

I am writing to request leave from [Start Date] to [End Date] to spend quality time with my family during [Festival Name]. This festival holds special significance for us, and it would mean a lot to be together.

I have ensured all my responsibilities are covered during my absence and am confident the team will manage seamlessly.

I sincerely hope for your kind approval.

Warm regards,

[Your Name]

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