

Professional leave with task delegation

Subject: Leave Request for Sister's Marriage

Dear [Manager's Name],

I wish to formally request leave from [start date] to [end date] due to my sister's upcoming wedding. I have prepared a detailed handover of my current tasks to [colleague's name] to ensure continuity of work.

I will be reachable for urgent matters and will ensure that all pending work is managed before my departure. Kindly grant me leave for this period.

Thank you,

[Your Name]

[Designation]

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