

# Annual Leave Request Letter

Date:

---

To:

---

Subject:

---

Dear

\_\_\_\_\_,

I am writing to formally request annual leave from \_\_\_\_\_ to \_\_\_\_\_.

They amount to a total of \_\_\_\_\_ working days.

During my absence, I will ensure that all essential duties are managed and provide handover notes to my team as needed.

I kindly request your approval for this leave.

Thank you for considering my request.

Sincerely,

Name:

---

Position:

---

Department:

---