Letters.org

LEAVE LETTER FORMAT

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Introduction

Leave letters are considered to be a part of formal communication among two people in which one is informing the other about his absence in an organization for a particular period of time. Through this letter, it becomes easier for us to explain the reason behind our leave and can appeal for the same.

In Corporate World, leave letter is considered as an official document supporting your absence in office.

Leave Letter Format Tips

Following points are considered to be effective for writing an effective leave letter:

- It is vital to keep the letter short and to the point
- Tone of the letter should be formal.
- Wordings of the letter should be such that it expresses your appeal of leave in a sincere and genuine way.
- You must clearly mention the reason as to why you are taking leave and also mention the time period for the same.
- Please make sure that there should not be any grammatical mistakes in the letter.

Sample Leave Letter Format

From,

Steven Joseph

Manager

Unitech Infotech

Atlanta

Date (Date on which letter is written)

To,

Mr. Marc Spencer

Personnel Manager

Unitech Infotech

Sub: Requesting leave

Dear Mr. Spencer,

This is to bring to you kind attention that I need to go to my hometown Ohio for two weeks for the documentation of our new property. I got a letter from my father yesterday regarding the same and he has told me come at the earliest. I would be leaving tomorrow evening i.e. on 31st August and would be returning on 14th September after completing the formalities.

I have handed over my responsibilities to Mr. Peter who is my team member and I am sure he will manage the things effectively in my absence and will update you regarding the same. I would be very grateful to you if you consider this letter as my formal leave application and grant me leaves for two weeks for the above mentioned dates.

Thanking you,

Yours sincerely’

Steven Joseph

Leave Letter Format Template

From,

_____

_____

Date (Date on which letter is written)

To,

_____

_____

Sub: _____

Dear _____,

I would like to bring to your kind attention that I will be leaving to my hometown tomorrow morning for _____ days. We have recently purchased a _____ and I am supposed to be there to do all the legal formalities.

In the meantime, my projects will be taken care by _____ who will update you regarding the progress of the same on weekly basis. I hope you will understand my situation and grant me leaves form _____ to _____.

Thanking you,

Yours sincerely'

(_____)

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