

Official Correspondence Letter for Leave

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February 28, 2025

Michael Roberts
HR Manager
Global Tech Solutions
500 Innovation Drive
San Francisco, CA 94105

Subject: Request for Leave from March 10 to March 20, 2025

Dear Mr. Roberts,

I hope you are doing well. I am writing to formally request leave from March 10 to March 20, 2025, due to personal reasons that require my full attention. I understand the importance of ensuring a smooth workflow in my absence, and I am committed to making necessary arrangements to prevent any disruption to the team's operations. I sincerely seek your approval for this leave request.

Over the past few weeks, I have been diligently working to complete all my current assignments and will ensure that any remaining tasks are either finalized or properly delegated before my leave begins. I will coordinate closely with my colleagues to ensure that all essential duties are covered, and I am more than willing to provide any necessary documentation if required for leave approval. Additionally, in case of any urgent matters, I will remain accessible via email should my assistance be needed.

I want to emphasize my commitment to my responsibilities and the smooth operation of the company. I have always maintained high work efficiency, and I assure you that my leave will not negatively impact ongoing projects. If needed, I am happy to discuss alternative solutions to minimize any potential inconveniences and ensure a seamless transition during my temporary absence.

I would truly appreciate your understanding and approval of my leave request. Kindly let me know if there are any further steps or formalities that I need to complete in order to process this request. Thank you very much for your time, consideration, and support. I deeply appreciate it and look forward to your positive response.

Sincerely,
David Thompson

[David Thompson's Signature]