

Leave Letter for Engagement - To Manager

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager's Name]
[Company Name]
[Address]
[City, State ZIP Code]

Dear [Manager's Name],

I am writing to request a leave of absence from work starting from [Start Date] to [End Date] for my engagement ceremony. This is a very important event for me, and I would like to take this opportunity to celebrate with my family and loved ones.

I have already informed my team members about my absence, and they have agreed to cover my responsibilities during my absence. I will also ensure that all pending work is completed before I leave.

Please let me know if there is anything else that I can do to ensure a smooth transition in my absence. Thank you for your understanding and support.

Sincerely,

[Your Name]