

Already Taken Leave Application Letter For Office - Sample Format

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

[Recipient's Name]
[Recipient's Position/Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Leave Application for [Reason]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I will be taking leave from [start date] to [end date] due to [mention reason for leave, e.g., personal reasons, health issues, etc.].

I have ensured that all pending tasks and responsibilities are either completed or delegated appropriately to ensure minimal disruption during my absence. I will be available via email or phone for any urgent matters that may arise during my leave period.

I have attached any necessary documentation, such as a medical certificate or any other relevant documentation, supporting my leave request.

Thank you for your understanding and cooperation in this matter. I apologize for any inconvenience caused by my absence and will ensure a smooth transition before and after my leave period.

Sincerely,

[Your Name]