

Housewarming Ceremony Leave Request

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

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Leave Request for Housewarming Ceremony

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request a leave of absence from work on [date] to attend a housewarming ceremony. This event holds significant personal importance, and I believe it is crucial for me to be present to celebrate this joyous occasion with my family and friends.

I have taken proactive steps to ensure the smooth continuity of my work during my absence. I have briefed [colleague's name] about my ongoing tasks and provided all necessary information for a seamless transition. I will also be available for any remote assistance to address urgent matters.

I plan to resume work on [date of return]. Your understanding and support in granting me leave for this special event are highly appreciated. I am committed to ensuring that any pending work is promptly addressed upon my return.

Thank you for considering my request.

Sincerely,

[Your Full Name]
[Your Signature - if sending a physical copy]