

Leave Letter for Temple Visit - Employee

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name or Employer's Name]
[HR Manager's Position or Employer's Position]
[Company Name]
[Company Address]

Subject: Leave Application for Temple Visit

Dear [HR Manager's Name or Employer's Name],

I hope this letter finds you well. I am writing to inform you about my plan to visit the [Name of the Temple] for religious and spiritual reasons. I would like to request leave from work for the period starting from [start date] to [end date].

I have made the necessary arrangements to ensure that my current responsibilities are managed efficiently during my absence. I have communicated with [Colleague's Name or Team] and provided them with details about ongoing projects. I will make sure that all pending tasks are completed before my departure.

I understand the importance of my role in the team and the responsibilities entrusted to me. I assure you that I will do my best to ensure a smooth workflow during my absence. I am willing to cooperate with any necessary preparations to minimize the impact of my leave.

I kindly request your approval for this leave, and I am open to discussing any additional steps required for a seamless transition. Your understanding and support in this matter are highly appreciated.

Thank you for considering my request.

Sincerely,

[Your Full Name]

[Your Signature]