

Sabarimala Temple Vacation Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Vacation Leave Request for Sabarimala Temple Visit

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to request a vacation leave from work to embark on a pilgrimage to Sabarimala Temple. This sacred journey holds profound spiritual significance for me, and I believe it will contribute positively to my personal growth and well-being.

The details for my leave request are as follows:

- Start Date: [DD/MM/YYYY]
- End Date: [DD/MM/YYYY]

During my absence, I have made necessary arrangements to ensure that my responsibilities are appropriately delegated and that my ongoing projects are not adversely affected. I am also available to provide any assistance or support needed for a smooth workflow during my absence.

I understand the importance of my role within the team and assure you that I will complete all pending tasks before my departure. Furthermore, I am committed to ensuring a seamless transition back to work upon my return.

I sincerely appreciate your understanding and consideration of my request. If there are any concerns or adjustments needed to accommodate my leave, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Full Name]