

Leave Letter for Diwali to Manager

Dear [Manager's Name],

I am writing this letter to request leave from work during the Diwali festival. As you may be aware, Diwali is one of the most important festivals in India and is celebrated with great enthusiasm and joy.

I would like to take leave from [start date] to [end date] to celebrate this festival with my family and friends. During this period, I will be traveling to my hometown, which is located [location]. I need this time to spend quality time with my family, participate in the festivities, and perform some religious rituals.

I assure you that I will complete all my pending work before leaving, and ensure that there is no disruption to the office's functioning during my absence. I will also be available on phone or email in case of any emergencies that require my attention.

Thank you for considering my request for leave during this festive period. I look forward to resuming my work responsibilities with renewed vigor and enthusiasm once I return.

Sincerely,

[Your Name]