

Christmas Leave Letter - Sample Format

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

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

Subject: Request for Christmas Leave

Dear [Supervisor's Name/Manager's Name],

I hope this letter finds you well. I am writing to formally request leave from work for the Christmas holiday period. As Christmas is a significant time for me to spend with my family and loved ones, I would like to take some time off to celebrate and enjoy the festive season.

I would like to request leave from [start date] to [end date], totaling [number of days] days. During my absence, I will ensure that all my pending tasks are completed or delegated appropriately to ensure a smooth workflow in my absence.

I understand the importance of maintaining adequate staffing levels, especially during busy periods, and I have already spoken with my colleagues to ensure that my absence will not disrupt the team's operations. I am also willing to provide assistance remotely if needed during my leave period.

I assure you that I will make every effort to minimize any inconvenience caused by my absence and will ensure that all necessary handovers are completed before I leave. I am committed to returning to work refreshed and rejuvenated to contribute effectively to our team's success.

Thank you for considering my request. I look forward to your favorable response.

Warm regards,

[Your Name]

[Your Signature, if sending by mail]

