

Leave Letter For Gone To Temple - Letter To Office Manager / HR

Dear [Manager's Name],

I am writing this letter to inform you that I will be taking a leave of absence from work on [Date] to visit [Name of the temple] in [City/State]. This temple visit is an important religious occasion for me and has been planned for a long time.

I have already completed all my pending tasks and handed over my ongoing tasks to [Colleague's Name]. I have also briefed him/her about the status of my work and provided all the necessary information and files.

I understand that my absence may affect the team's productivity, and I apologize for any inconvenience caused. I will ensure that I catch up on any missed work as soon as I return.

Thank you for your understanding and support.

Sincerely,
[Your Name]