

Formal Leave Application for Home Celebration

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

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

Subject: Formal Leave Application for Home Celebration

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from work on [date] to celebrate a special occasion at home. The event is significant to me, involving family and close friends.

I have planned in advance to ensure that my ongoing tasks are up to date, and I have briefed [colleague's name] about any pending responsibilities. I will make sure that any additional information or assistance required for a smooth workflow during my absence is readily available.

I plan to resume work on [date of return]. Your understanding and support in granting this leave are highly appreciated. I am committed to completing any outstanding work promptly upon my return.

Thank you for your consideration.

Sincerely,

[Your Full Name]
[Your Signature - if sending a physical copy]