

Leave Letter for Hometown Visit

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

[Recipient's Name]
[Recipient's Position, if applicable]
[Company/School Name, if applicable]
[Company/School Address]
[City, State, ZIP Code]

Subject: Leave Application for Hometown Visit

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a [number of days] leave of absence from [start date] to [end date] to visit my hometown.

[Optionally, provide a brief reason for your visit, such as a family gathering, festival celebration, or personal commitment.]

During my absence, I will ensure that all pending work is completed and that any ongoing projects are handed over to a colleague for temporary supervision. I am committed to maintaining the continuity of work and will be available by email or phone in case of any urgent matters that require my attention.

I have attached my travel itinerary and contact details for your reference. I assure you that I will resume my duties promptly upon my return and catch up on any missed tasks.

I deeply appreciate your understanding and cooperation regarding this matter. Please let me know if there are any specific procedures I need to follow or if you require any further information.

Thank you for considering my request.

Warm regards,

[Your Name]

