[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- annual leave letter

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

I'm writing to let you know that between [mention the Start date] and [mention the End date], my family and I will be travelling to [mention the name].

I ask you to approve my leaves in accordance with the company's authorization of my yearly leave, which is now waiting.

I have asked my coworker, Mr. Or Ms. Or Mrs. [Mention the Name], to take over my project while I am on leave in accordance with our previous conversation with my boss. I've previously provided him or her the entirety of the project's material, so I don't anticipate any problems during my absence.

I might not be able to take phone calls due to my travel schedule. Therefore, I ask that you contact me at [mention the mail id] if you have any urgent needs or emergencies. I'll do my best to respond to your email [mention the email address] as soon as I can.

An annual leave period for workers is set aside for public holidays, leisure time, incapacitated leave, and maternity or paternity leave. One can take use of this time to obtain some much-needed rest for a variety of reasons, such as travelling, taking care of some obligations close to home, or simply spending quality time with family.

These days off are compensated vacation days that the employee has accrued over time.

I’ll be watching for a good or positive response.

Thanks and regards,

[Mention the of the sender]

[Mention the phone number]

[Signature]