Dear Mr. /Ms. [Recipient's Name],

I hope you are doing well. I am writing this letter to express my sincere gratitude for approving my annual leave from [start date] till [end date] due to [mention the reason of leave]. I have planned for this leave according to the assigned leave quota by the organization.

I have planned and adjusted the leave along with my professional and personal commitments hence you can rest assured that there will no inconvenience from my end.

As per our prior discussion, my absence can be compensated with [Name of the person who will act as a substitute during the leave period]. I have already started with the short-term knowledge transfer sessions to my substitute for the period of leave and also have handed over, the required materials regarding the project.

Due to the nature of the leave schedule, I will not be available to take up phone calls but you can communicate about any priority tasks via email.

If there is any further discussion required related to this matter, please feel free to reach out to me over the phone at XXXX or via email at XXXX. Thank you for your consideration and support.

Regards,

[Name of Sender]