

Letter to Supervisor for Housewarming Leave

[Your Name]
[Your Position/Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Request for Leave - Housewarming Ceremony

Dear [Supervisor's Name],

I trust this message finds you well. I am writing to formally request your approval for a leave of absence on [date] to attend a housewarming ceremony.

The event holds significant personal importance, and being present to celebrate this occasion with my family and friends is crucial to me. I have taken proactive measures to ensure the smooth continuity of my responsibilities during my absence. I have briefed [colleague's name] about my ongoing tasks and provided all necessary information for a seamless transition. Additionally, I will be available for any remote assistance to address urgent matters.

I plan to return to work on [date of return]. I appreciate your understanding and support in granting me leave for this special event. Rest assured, I am committed to ensuring that any pending work is promptly addressed upon my return.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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