

Leave Letter for Pooja at Home (Office) in Email Format

Subject: Request for Leave of Absence for Pooja at Home

Dear [HR Manager/Manager's Name],

I am writing to request a leave of absence for [Number of Days] days starting from [Start Date] to [End Date]. The reason for my absence is that I will be celebrating Pooja at my home with my family during this time.

This festival holds great importance in our culture and traditions, and I would like to take part in the various ceremonies and rituals that are performed during this time. I understand the importance of my role at work, and I assure you that I will complete all my pending work before my absence and handover my responsibilities to my colleagues.

During my absence, I will be available on my phone and email in case of any emergency or important work-related matters that require my attention. I will also ensure that my work is completed on time and without any delays upon my return.

I would be grateful if you could grant me this leave of absence, and I promise to make up for any missed work and ensure that my absence does not affect the productivity of our team.

Thank you for your understanding and support.

Sincerely,

[Your Name]