

Christmas Leave Letter to Supervisor

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

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

Subject: Request for Christmas Leave

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to formally request leave from work for the Christmas holiday period.

With the festive season approaching, I would like to take the opportunity to spend time with my family and loved ones. Therefore, I kindly request leave from [start date] to [end date] to celebrate Christmas.

During my absence, I will ensure that all my pending tasks are completed or delegated appropriately to maintain continuity in our operations. I am also available to provide assistance remotely if needed during my leave period.

I understand the importance of ensuring coverage during busy periods, and I have already discussed my absence with my colleagues to ensure that my responsibilities are covered in my absence.

Thank you for considering my request. I appreciate your understanding and support.

Warm regards,

[Your Name]
[Your Position/Department]

