

## Christmas Leave Letter - Email Format

Subject: Request for Time Off during the Festive Season

Dear [Manager's Name],

I hope this email finds you well. I am writing to request some time off work to celebrate the upcoming festive season with my family and loved ones. Specifically, I would like to take a Christmas leave from [start date] to [end date].

I have already arranged my workload and ensured that there will be no pending projects during my absence. I have also informed my colleagues who will be handling my responsibilities while I am away.

I believe that taking this time off will help me return to work with renewed energy and motivation. I promise to complete any pending work and ensure a smooth transition of my duties before I leave.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,  
[Your Name]