

Leave Letter for Pooja at Home - Sample Format

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Leave Application for Pooja at Home

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to inform you that I would like to request leave from work on [start date] to [end date] for the occasion of a special Pooja (religious ceremony) at my home.

During this period, I will be actively participating in the preparations and rituals associated with the Pooja, and it holds significant cultural and religious importance for my family. I would like to seek your approval to be absent from work during these days.

I have ensured that my pending tasks and responsibilities are up to date, and I have briefed [colleague's name] to handle any urgent matters that may arise in my absence. I am committed to ensuring a smooth transition before my leave begins.

I understand the importance of my role at work, and I am more than willing to assist in any necessary preparations or handovers to make my absence as seamless as possible.

I kindly request your understanding and approval for this leave. I am willing to provide any additional information or support needed to facilitate my temporary absence.

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

Sincerely,

[Your Full Name]
[Your Employee ID]
[Your Signature - if sending a hard copy]

