

Christmas Leave Request Letter to Colleagues

[Your Name]

[Your Position/Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

Dear [Colleagues' Names],

I hope this email finds you well. As the festive season approaches, I would like to take this opportunity to inform you that I will be taking leave from work to celebrate Christmas with my family.

I plan to be on leave from [start date] to [end date] to fully enjoy the holiday festivities and spend quality time with my loved ones. During my absence, I will ensure that all my current tasks are completed or delegated appropriately to ensure a smooth workflow in my absence.

I kindly request your understanding and support during my leave period. Should you require any assistance or have any urgent matters that need attention, please feel free to reach out to [alternative contact person] in my absence.

I appreciate your cooperation and look forward to returning to work refreshed and rejuvenated after the holiday break.

Wishing you all a wonderful and joyous holiday season!

Warm regards,

[Your Name]