

Leave Letter for Personal Event

[Your Name]
[Your Position]
[Company Name, if applicable]
[Date]

[Recipient's Name]
[Recipient's Position, if applicable]
[Company Name, if applicable]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a leave of absence from work due to a personal event that requires my attention and presence.

The personal event is [briefly describe the event, e.g., a family celebration, milestone event, etc.], scheduled to take place on [date]. I would like to request leave for [number of days] starting from [start date] to [end date] to fully participate in and attend this event.

I understand the importance of my responsibilities at work, and I am committed to completing all pending tasks and ensuring a smooth handover before my departure. I will make myself available for any necessary preparations to minimize any impact on the team's workflow during my absence.

I will inform my colleagues well in advance and coordinate with them to address any immediate concerns. Additionally, I will work closely with the HR department to complete any required documentation for this leave request.

I appreciate your understanding and support during this time. Please let me know if there are any specific procedures or forms I need to follow to formalize this leave request.

Thank you for your consideration.

Sincerely,

[Your Full Name]
[Your Contact Information]