

Leave Letter to Headmaster - Email Format

Subject: Leave Request - [Your Name]

Dear [Headmaster's Name],

I am writing to request a leave of absence from school from [start date] to [end date]. The reason for my leave is [insert reason here, such as a family emergency, medical procedure, or personal matter].

I have made arrangements to ensure that my responsibilities are taken care of while I am away. I have briefed [colleague's name] on my work responsibilities and they have kindly agreed to take on my duties.

I will do my best to catch up on any missed work upon my return. I greatly appreciate your understanding and support during this time.

Please let me know if you require any further information or if you have any concerns.

Thank you for your time and consideration.

Sincerely,
[Your Name]