

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

Subject: Annual Leave Application

I hope this message finds you well. I am writing to formally request annual leave from [start date] to [end date] due to [reason, e.g., personal reasons, vacation, etc.].

I have ensured that my responsibilities will be managed in my absence and have briefed [Colleague's Name] on any ongoing projects. I will also ensure that all urgent matters are addressed before my leave begins.

Please let me know if you require any further information or if there's a need for adjustments in my proposed leave period.

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

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]