

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

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

Dear [Manager's Name],

I am writing to formally request annual leave from [start date] to [end date] due to [brief reason if comfortable sharing, e.g., personal commitments, family obligations, etc.].

During my absence, I will ensure that all my responsibilities are managed by [explain how you will handle your responsibilities, e.g., delegating tasks, ensuring project completion, etc.]. I am committed to ensuring a smooth transition and will complete any outstanding work before my leave. Please let me know if you need any further information or if we should discuss this in person.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]