Leave request

Sender

Full name

Full address

Telephone

E-mail address

Position or department

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: leave request

Dear Sir or Madam,

I am writing to request permission to be absent for the period shown below.

Leave requested

☐ Annual leave ☐ Unpaid leave ☐ Other leave

Details of the type of leave

First day of absence

Last day of absence

Number of working days

Person covering my work

Date of return to work

How my work will be handled during my absence (ongoing files, handover)

Thank you for considering my request. Yours faithfully,

Signature

Name in full

Employer's reply

☐ Approved ☐ Declined

Comments

Date of reply

Employer's signature or stamp

Name and position of the signatory