

Casual Leave Application For Office

Alex Rivera
Senior Graphic Designer
Marketing Department
April 2, 2024

To,
Maria Chen
Head of Marketing
Marketing Department
Innovative Designs Inc.

Subject: Application for Casual Leave

Dear Maria,

I hope this message finds you well. I am writing to request a casual leave of absence for one day, specifically on April 10, 2024, due to personal commitments that require my attention.

To ensure a smooth workflow in my absence, I have completed all my current projects ahead of schedule and briefed our assistant designer, John Doe, on tasks that may come up during that day. John has agreed to cover any urgent design requests, ensuring all responsibilities are managed effectively.

I believe this short break will allow me to address my personal matters effectively, enabling me to return to work with full focus and dedication. I kindly request your approval for this leave.

Please let me know if further information is required or if there are any forms I need to complete as part of this request. I appreciate your understanding and support in this matter.

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

Warm regards,

Alex Rivera

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