

Casual Leave Application For Personal Reasons

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To,

Thomas Green

Head of Marketing

Marketing Department

Bright Future Technologies

Subject: Application for Casual Leave for Personal Reasons

Dear Mr. Green,

I hope this letter finds you well. I am writing to request a casual leave of absence for 2 days, specifically on April 6th and 7th, 2024, due to personal reasons that require my immediate attention.

I have ensured that all my current projects are on track, and I have briefed Emily Ford, who has kindly agreed to oversee my responsibilities during my absence. I am confident that this arrangement will ensure continuity of work without any inconvenience to our team's operations.

I will make sure to check my emails periodically and remain reachable for any urgent matters or decisions that require my input. I aim to resolve these personal matters promptly and return to work with my full focus and commitment.

I kindly request your understanding and approval of my leave application. Please let me know if you need any further information or if there are any documents I should submit in relation to this request.

Thank you for considering my application and for your support during this time. I appreciate your understanding.

Warm regards,

Jessica Miller

Digital Marketing Specialist

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