
Casual Leave Application to Boss

Jordan Lee
Digital Marketing Specialist
Marketing Department
April 2, 2024

To,
Rebecca Simmons
Head of Marketing
Innovative Tech Solutions

Subject: Request for Casual Leave

Dear Rebecca,

I hope this letter finds you well. I am writing to request your approval for a casual leave of absence for 2 days, specifically on April 11th and 12th, 2024. The reason for this leave is to attend my sister's wedding, an event that holds great significance for me and my family.

To ensure that my duties and responsibilities will be covered during my absence, I have delegated critical tasks to my colleague, Mike Harris, who has agreed to oversee my projects during these two days. Additionally, I have scheduled all my deliverables ahead of time to ensure that this period does not impact our department's productivity.

I understand the importance of planning for such absences and assure you that I have taken all necessary steps to minimize any inconvenience to our team. I will also ensure to check my emails periodically for any urgent matters that may arise during my leave.

I kindly request your approval for this casual leave. Should you need any further information or have any queries regarding my leave plan, please feel free to contact me at jordan.lee@email.com.

Thank you for considering my request. I look forward to your positive response and assure you of my commitment to promptly catch up on any work missed upon my return.

Warm regards,

Jordan Lee
Digital Marketing Specialist
Marketing Department