Leave application formats for the office

Seven ready-to-use formats. Replace each [bracket] with your details, delete the lines you do not need, and send or print. Keep the letter to one page.

What your manager needs to approve a request

- Dates, with the first day away and the day of return
- Leave type (casual, sick, earned, half-day, or without pay)
- A reason in one line
- Who covers the work, and what is pending
- A phone number for urgent contact
- A medical certificate, when your leave policy asks for one

1. Casual leave application

Use when: A short, planned absence for personal work, usually one to three days.

Date: [DD Month YYYY]

To,
[Manager's name]
[Designation]
[Company name]

Subject: Application for casual leave on [date] [to [date]]

Respected Sir/Madam,

I request casual leave for [number] day(s) from [start date] to [end date], because I need to attend to [brief reason, for example, a family function or a personal errand].

I will return to work on [return date]. I have finished my pending work on [task or project], and [colleague's name] will cover [specific task] while I am away. You can reach me on [phone number] if something urgent comes up.

Thank you for considering my request.

Yours sincerely,
[Your name]
[Employee ID]
[Designation and department]

2. Sick leave application

Use when: An absence because of illness or a medical appointment.

Date: [DD Month YYYY]

To,
[Manager's name]
[Designation]
[Company name]

Subject: Application for sick leave from [start date] to [end date]

Respected Sir/Madam,

I am unwell with [fever, a stomach infection, or a short description] and my doctor has advised rest for [number] day(s). I request sick leave from [start date] to [end date].

[If the absence is three days or more: I have attached the doctor's prescription and medical certificate.]

I will return on [return date] if I recover as expected. [Colleague's name] has the status of my open work, and I will answer urgent messages on [phone number] when I am able to.

Thank you for considering my request.

Yours sincerely,
[Your name]
[Employee ID]
[Designation and department]

3. Earned or privilege leave application

Use when: A planned absence of several days, such as a holiday or travel, taken against your accrued balance.

Date: [DD Month YYYY]

To,
[Manager's name]
[Designation]
[Company name]

Subject: Application for earned leave from [start date] to [end date]

Respected Sir/Madam,

I request [number] days of earned leave from [start date] to [end date], and I plan to resume work on [return date]. My earned leave balance is [number] days as of today.

I am applying [number] weeks in advance so we can plan around it. Before I leave, I will finish [task] and write a handover note for [colleague's name], who will handle [responsibilities] in my absence.

Thank you for considering my request.

Yours sincerely,
[Your name]
[Employee ID]
[Designation and department]

4. Half-day leave application

Use when: You need the morning or the afternoon off, for example for a bank, hospital, or school visit.

Date: [DD Month YYYY]

To,
[Manager's name]
[Designation]
[Company name]

Subject: Application for half-day leave on [date]

Respected Sir/Madam,

I request half-day leave on [date] for the [first half / second half] of the day, because I need to [reason, for example, visit a hospital or complete a bank formality].

I will be at work [from 2 PM / until 1 PM]. I will finish my urgent tasks before I leave.

Thank you for considering my request.

Yours sincerely,
[Your name]
[Employee ID]
[Designation and department]

5. Emergency leave application

Use when: A sudden absence for a family emergency, when you cannot give notice in advance.

Date: [DD Month YYYY]

To,
[Manager's name]
[Designation]
[Company name]

Subject: Request for emergency leave from [start date]

Respected Sir/Madam,

I am sorry for the short notice. A family emergency ([one-line reason, for example, a hospital admission of a close relative]) needs me to be away from [start date]. I request leave for [number] day(s) and I expect to return on [return date]. I will tell you at once if this changes.

[Colleague's name] knows where my urgent work stands. You can reach me on [phone number].

I will share any documents you need when I return.

Thank you for considering my request.

Yours sincerely,
[Your name]
[Employee ID]
[Designation and department]

6. Leave extension application

Use when: You are on approved leave and need more days.

Date: [DD Month YYYY]

To,
[Manager's name]
[Designation]
[Company name]

Subject: Request to extend leave from [original end date] to [new end date]

Respected Sir/Madam,

My leave from [original start date] to [original end date] was approved on [approval date]. I need [number] more day(s) because [reason, for example, my doctor has advised more rest or a family matter is not resolved yet].

I request that you extend my leave until [new end date], and I will resume work on [new return date]. [Attach the updated medical certificate if the reason is medical.]

If you cannot approve the extra days as paid leave, please let me know whether I can take them as leave without pay.

Thank you for considering my request.

Yours sincerely,
[Your name]
[Employee ID]
[Designation and department]

7. Leave request email

Use when: Your manager accepts leave requests by email instead of a printed letter.

To: [Manager's email]
Cc: [HR or colleague covering your work, optional]
Subject: Leave request: [Your name], [start date] to [end date]

Hello [Manager's name],

I would like to request [leave type, for example, casual leave] from [start date] to [end date] ([number] working day(s)). I will be back on [return date].

Reason: [one line].

Work cover: I will finish [task] by [date]. [Colleague's name] will handle [responsibilities] and has my notes.

Please let me know if you approve, or if you need a different plan.

Thank you,
[Your name]
[Employee ID]
[Phone number]

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