

**Leave Request Email:** When an employee needs to take leave for a specific reason, it is essential to formally apply to their employer or manager. In the request, the employee should clearly state the reason for the leave and specify the number of days required. For sick leave, evidence such as a doctor's prescription or medical reports should be provided to support the reason for the illness.

## Tips to Write a Request Email for Leave:

When composing a leave request email, keep the following basic tips in mind:

- The leave request email should be concise and clearly specify the dates for which the employee is requesting leave.
- The tone of the email should be humble and respectful.
- Attach the leave application form to the email.
- Include any additional documentation (e.g., a wedding card, a medical prescription) as proof, if applicable.

Related Post:-

- [Vacation Request Email](#)
- [Leave Request Letter](#)
- [Formatting of Request Email](#)

## Leave Request Email Sample with Example

Annual leave is a type of leave provided by the company annually, typically for an extended duration. It is granted to ensure that employees do not encounter any difficulties in case of emergencies.

Below is an example of a letter for annual leave:

## **Sample Annual Leave Request Email**

Hi Matt,

This is to inform you that I will be on my annual leave for two weeks starting from 15th April to 30th April 2016.

During my absence, for any escalations, you can connect with Ms. Sophia Mehta or directly email [DigiTech@development.com](mailto:DigiTech@development.com).

For any urgent technical issues, I will be available on my personal phone, the number being 1400-254-6000. My team will continue to send weekly reports as scheduled.

Thank you.

Sincerely,  
Steve Hamberg

A marriage leave is comparatively a long leave affair so one needs to mention the dates accordingly. The dates should be notified to the manager or employer beforehand to avoid any last time confusion or cancellation. A wedding card attachment is advisable in the case it is needed.

Below is an example of a marriage leave letter:

## **Sample Marriage Leave Request Email**

Hi Anurag,

I would like to ask for leave from the duration of 24th November to 5th December for my wedding. The wedding will be held on the 30th of November in Jaipur so I will need a couple of days to travel to the destination.

In this duration, as discussed, Himanshu will be handling all the front end jobs and Rahul will be taking care of the daily reports. In case my guidance is needed, please reach out on my

personal mobile number.

Thank you.

Sincerely, Soma Gupta

## **Leave Request Email to Manager for One Day**

Hi Mr.Rakesh,

I will be asking for tomorrow's leave as my daughter has a dentist appointment tomorrow morning. Please grant me one day's leave.

I will join on 21st Feb. Till then, Swati will be taking care of any [escalation](#).

Thank you.

Sincerely, Aditi Sharma

A sick leave request is mostly come out of a sudden and company normally terms a number of days for Sick leave. Below is an example of a request letter for sick leave.

## **Sample Sick Leave Request Email**

Hi Frank,

I am very sorry to inform you that I have suffered from a high fever since Friday evening. I have a very high temperature and body ache. I had consulted the doctor during the weekend and as advised, I will be taking some rest for the next few days.

Please grant me three days leave for my recovery. The doctor's prescription and reports are duly attached.

Thank you. Noni Sanya

## **Leave Request Email to Manager Sample**

Hello Sir,

I request you to grant weeks leave from 14th May to 20th May, due to my brother's marriage. I will be leaving for my hometown on 13th May evening.

In my absence, Shudhanshu will be the point of contact for any kind of escalation. I will resume my work from 21st May onwards.

Thank you.

Sincerely, Gaurav Yadav

## **Sample Request Day Off Email**

Hi Ted,

This is to state that I have to leave for my hometown, Trichi to attend my paternal uncle's funeral. I have been informed today morning about his death and I will have to be there for his last rites. It takes six hours by train to reach Trichy, hence I will be applying two days leave.

I will be joining back to work on 23rd of May, till then for any escalation, it is advised to reach Mr.Johny Grover.

Please grant me these two days leave.

Thank you.

Sincerely,

Jacob Francis

**Leave Request Email Template in PDF and Word (doc.) Format:**

## Request Day Off Email

Hi Ted,

This is to state that I have to leave for my hometown, Trichi to attend my paternal uncle's funeral. I have been informed today morning about his death and I will have to be there for his last rites. It takes six hours by train to reach Trichi, hence I will be applying two days leave.

I will be joining back to work on 23rd of May, till then for any escalation it is advised to reach Mr.Johny Grover.

Please grant me these two days leave.

Thank you.

Sincerely,

Jacob Francis



[PDF](#) | [WORD](#)

## Marriage Leave Request Email

Hi Anurag,

I would like to ask for leave from the duration of 24th November to 5th December for my wedding. The wedding will be held on 30th of November on Jaipur so I will need a couple of days to travel to the destination.

In this duration, as discussed, Himanshu will be handling all the front end jobs and Rahul will be taking care of the daily reports. In case my guidance is needed, please reach out on my personal mobile number.

Thank you.

Sincerely,

Soma Gupta





[PDF](#) | [WORD](#)

## Leave Request Email to Manager

Hello Sir,

I request you to grant a weeks leave from 14th may to 20th May, due to my brother's marriage. I will be leaving for my hometown on 13th May evening.

In my absence, Shudhanshu will be the point of contact for any kind of escalations. I will resume my work from 21st May onwards.

Thank you.

Sincerely,

Gaurav Yadav



[PDF](#) | [WORD](#)

## Annual Leave Request Email

Hi Matt,

This is to state that I will not be available for two weeks as I will be on my annual leave starting from 15th April which ends on 30th April, 2016.

During my absence, for any kind of escalations you can connect to Ms. Sophia Mehta or directly email to [DigiTech@development.com](mailto:DigiTech@development.com).

For any kind of technical emergency, I will be available on my personal phone. Number is 1400-254-6000.

Weekly reports will be sent from my team timely.

Thank you.

Sincerely,

Steve Hamberg



[PDF](#) | [WORD](#)